Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

The State Interagency Coordinating Council (SICC) reviewed timely services data at each quarterly meeting. The data was obtained from all Local Lead Agencies (LLAs). Data from 226 Individualized Family Service Plans (IFSPs) were randomly selected from thirty-four (34) LLAs. They were printed from the Infant Toddler Early Intervention Program (ITEIP) Data Management System and reviewed by ITEIP staff prior to each site visit. The randomly selected files were representative of all of the infants and toddlers served through Washington State's Part C program during the Federal Fiscal Year (FFY). (Please see Attachment 1 – Individualized Family Service Plan [IFSP] Selection Methodology for more information.) Four (4) LLAs were not included in this data set because they had no eligible children in service on December 1, 2006. Staff followed a data gathering and verification protocol developed by ITEIP staff. The data verification protocol was developed using the Annual Performance Report (APR) measurement table as a guide. At the conclusion of the LLA site visits, ITEIP staff met with LLA administrators. They reviewed the results of the data collection/verification visit including past LLA compliance data. When data verified the LLA was not in substantial compliance with this indicator, the LLA administrator was required at the time of the site-visit to propose and begin implementing improvement activities. A copy of the data summary was signed and retained by the LLA administrator to provide a focus for required follow-up.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Federal Measurement:

Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services.

FFY	Measurable and Rigorous Target
2006	**100%** of infants and toddlers with IFSPs receive the early intervention services on their IFSP in a timely manner.

Actual Target Data for FFY 2006:

90% of infants and toddlers with IFSPs received early intervention services on their IFSPs in a timely manner.

A. 90% or 202/226 of infants and toddlers with initial and subsequent IFSPs received services that were in compliance with the timely service requirement.

- 80% or 182/226 infants and toddlers with IFSPs received timely services.
- 10% or 22/226 infants and toddlers with IFSPs received services late due to exceptional family circumstances.

B. 10% or 24/226 infants and toddlers with IFSPs received some late services due to other reasons such as:

- School district provider was not available to provide the records needed to determine if an infant or toddler's services were timely.
- Service provider resignation caused a temporary delay in service delivery.

In summary, while several files identified other reasons for delayed services, most often the infant or toddler's IFSP or other records did not contain sufficient information as to why services were late. This lack of documentation, in combination with the lack of accessibility to provider records, was one of the primary reasons noted for IFSPs not meeting the timely services requirement. A lack of timely services was identified if only one or not when all services were late. We found that all IFSPs had some services that started on time. LLA administrators received technical assistance on the importance of delivering timely services and maintaining timely and accurate service records including documentation of the reasons a service was not started on time.

ITEIP used its revised timely services standard to collect and verify data for this indicator. IFSP services were required to begin as soon as possible and no later than 30 days from when the parent provided consent for the service. Parent consent was obtained at the IFSP meeting and is documented on the signature page of the IFSP. When services were not provided in a timely manner due to exceptional family or child circumstances, documentation in either the IFSP or other service records was required to be provided.

During FFY 2006, in addition to site visits, ITEIP also conducted formal program and fiscal audits through its contract with the Department of Social and Health Services (DSHS) Operations Review and Consultation (ORC). Nine (9) LLAs received a formal program and fiscal audit conducted by ORC. ORC reviewed one hundred and thirty-eight (138) IFSPs to determine compliance with the timely services requirement.

FFY 2006 Identification of Noncompliance and Corrective Action Plans

- No findings of noncompliance were identified related to Indicator 1 – Timely Services during ORCs FFY 2006 audit of nine (9) Local Lead Agencies.

FFY 2005 Correction of Noncompliance or Corrective Action Plans

- *Indicator 1 - Timely Services.* One (1) LLA had a finding of noncompliance and did not correct the noncompliance within one year.

The LLA implemented an approved Corrective Action Plan (CAP) and received an onsite technical assistance and data verification visit to problem solve issues related to the noncompliance. During the onsite visit, the LLA administrator was given a copy of the data verification summary report that contained data from FFY 2005 and FFY 2006 for this indicator. Based upon the data, the LLA was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for lack of timely services.
2. Develop a revised Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP or approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on timely services in each child's Initial, Review or Annual IFSP to ITEIP.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart reviews quarterly to assure progress.

Next year's APR will include data on the correction of findings from FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from the FFY 2006 monitoring processes related to the provision of timely IFSP services.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006:

Improvement Activities Completed

All school districts have now been required to participate in the early intervention system no later than September 2009. Training was provided to district staff to reinforce their need to continue to provide Child Find in coordination with ITEIP. Training was also provided on school district required participation in early intervention.

ITEIP has reinstituted quarterly LLA contractor meetings. These statewide meetings provided a venue to provide information and technical assistance regarding State Performance Plan (SPP) and Annual Performance Report (APR) monitoring priorities and ITEIP implementation activities.

ITEIP staff provided technical assistance to all LLAs on the compliance requirement to provide services in a timely manner consistent with Washington's standard.

External auditors received technical assistance from ITEIP on implementing revised audit protocols to meet federal expectations and to better assess compliance with the timely services requirement.

ITEIP staff monitored mediation requests, citizen's complaints and administrative hearings for compliance with the timely services requirement. There were no formal complaints or mediation requests filed during this report timeframe.

Resources were obtained to make upgrades to the ITEIP Data Management System. The upgrades will be made during FFY 2007 and will improve the quality of data needed to report on this indicator. Upgrades will enhance central office desk audit and tracking capacity.

ITEIP is planning to revise contract language that will increase LLA reporting on program improvement efforts and activities that will bring them into compliance with the timely services requirement.

Explanation of Progress or Slippage

Progress was made during FFY 2006 in meeting this compliance target. ITEIP in its FFY 2005 APR reported 87% of infants and toddlers with IFSPs received timely services. This APR reports 90% of infants and toddlers with IFSPs received timely services. While a change of 3% may be small, it does demonstrate improvement and progress. It should also be noted that when looking at numbers of children and IFSPs rather than percentages, there was a substantial decrease in the number of infants and toddlers with IFSPs who received services late due to other reasons. ITEIP's FFY 2005 APR reported 19% of infants and toddlers with IFSPs did not receive services in a timely manner for other reasons. During FFY 2006, only

10% of infants and toddlers with IFSPs did not receive services in a timely manner which is a 9% difference between FFY 2005 and FFY 2006. It is interesting to note that the percentage of infants and toddlers with IFSPs, who received timely services, stayed the same. With continued technical assistance, LLA progress will continue to be made in meeting this compliance requirement.

Because the lack of timely services was often related to funding and resource needs, Washington identified several funding issues it will work on in FFY 2007. ITEIP also worked with the National Infant Toddler Coordinators Association to address national funding needs.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

Justification for Revising Improvement Activities

Additional activities are needed to increase the rate of improvement for this indicator and to enhance the current technical assistance efforts. The State Performance Plan (SPP) will be revised to include the following *new* activities:

Improvement Activities	**Timelines**	**Resources**
Local Lead Agencies or early intervention service providers will contract with or will coordinate with Washington State School Districts in the provision of early intervention services by 2009.	2007 - 2010	School Districts LLAs and/or Service Providers ITEIP Staff
Pursue additional county funding for early intervention services so that access to this non-entitlement resource is more equitable statewide.	2007-2008	SICC Public Policy and Family Leadership Team ITEIP Staff Wee Care/Washington PAVE (Parents are Vital in Education) Washington State Legislature
Improve LLA documentation policies, practices and procedures so that the provision of timely services can be verified.	2007-2008	ITEIP Staff LLA Administrators

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

Data for this results indicator was collected through the Infant Toddler Early Intervention Program's (ITEIP) Data Management System. This data was collected and reported under section 618, December 1, 2006, Annual Report of Children Served. On-site verification of Federal Fiscal Year (FFY) 2006 settings data occurred. The State Interagency Coordinating Council (SICC) reviewed at each quarterly meeting Local Lead Agency (LLA), Department of Social and Health Services (DSHS) Regional, and statewide aggregated settings data (for a day in time within each quarter). Actual performance data continued to be reviewed and compared to the annual target. The SICC and the SICC Data Committee also reviewed quarterly data. Quarterly and day-in-time data for this indicator are posted by LLA and state aggregated data on the ITEIP website.

Monitoring Priority: Early Intervention Services in Natural Environments

Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children.

Measurement: Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children) divided by the (total # of infants and toddlers with IFSPs)] times 100.

FFY	Measurable and Rigorous Target
2006	**65%** of infants and toddlers with IFSPs will receive early intervention services in the home or programs for typically developing children as their primary service setting.

Actual Target Data for FFY 2006:

62% of infants and toddlers with IFSPs received early intervention services in home or programs for typically developing children as their primary service setting.

ITEIP has the capacity to gather and report quarterly LLA and statewide aggregated data for this indicator. Therefore, the following is provided to verify the progress being made by LLAs in meeting the annual target for this indicator.

Washington data is disaggregated and reported by each Local Lead Agency and posted quarterly on the ITEIP website. Current data reflect substantial progress has been made in meeting the rigorous target set for this indicator. As of September 1, 2007, 71% of eligible children were receiving their early intervention services in a natural environment. The December 1 Child Count data will be taken from the system in mid-January 2008 after the completion of this report. **Based upon the September 1, 2007 report, data now indicates Washington has exceeded its 2007 target of 70% for this indicator.** The December 1, 2007 count should continue to show progress.

Primary Service Settings in Natural Environments

Statewide Quarterly Day-in-Time Data

December 1, 2006	March 1, 2007	June 1, 2007	September 1, 2007
62% (2746/4412)	66% (2786/4218)	69% (3026/4385)	71% (3071/4300)

The ITEIP Data Management System was built on an IFSP framework. As such, required components of the IFSP must be entered into the system for each child determined eligible for early intervention services. The ITEIP Data Management System required providers to report the setting for each early intervention service the child received. The system further required providers to identify the "primary" setting where the majority of services were delivered. The ITEIP Data Management System required that the IFSPs address the natural environments requirement consistently as each family/child's plan was developed and evaluated on an ongoing basis. The ITEIP Data Management System accurately tracked the settings for each IFSP service and maintains the history as settings change for the duration of time the child and family are in the ITEIP.

On-site monitoring and file review of FFY 2006 natural environments primary service setting data occurred between August and December 2007. During on-site monitoring, the IFSPs primary service setting calculation was reviewed. The quality and appropriateness of the justification given when services were not provided in a natural environment was also reviewed. Each Local Lead Agency (LLA) administrator participated in an on-site monitoring exit interview that included a review of the data gathered and the provision of technical assistance as needed.

ITEIP staff provided a written summary of the results of the data collected during each site visit at an exit interview. During the exit interview, ITEIP staff and LLA administrators compared their current and past performance on this indicator. When the LLA data verified below target performance, an initial or interim improvement plan was developed. When the LLA data either met or exceeded the annual target for this indicator, that information was also included in the written summary report. LLA administrators received a signed copy of the site visit interim summary report and based upon the data, and were required to propose and immediately begin implementing improvement activities.

During FFY 2006 (between October 1, 2006 and September 30, 2007), in addition to site visits, ITEIP also conducted formal program and fiscal audits through its contract with the Department of Social and Health Services (DSHS) Operations Review and Consultation (ORC). Nine (9) LLAs received a formal program and fiscal audit conducted by ORC. ORC reviewed one hundred and thirty-eight (138) IFSPs to determine compliance with the individualized settings and natural environments requirement.

FFY 2006 Identification of Noncompliance and Corrective Action Plans

- *Indicator 2 – Home and Community Based Services,* three (3) of the nine (9) LLAs received an audit finding for not providing a justification when services were not provided in a natural environment.

The LLAs were directed to begin to develop a Corrective Action Plan for the purpose of correcting the identified noncompliance. The LLAs were reminded the correction of noncompliance identified during their audit had to occur as soon as possible, or no later than one year, from when the finding was reported. When LLA quarterly data indicates inadequate progress has been made in correcting noncompliance, ITEIP will direct the modification of the existing corrective action plan and will monitor LLA data monthly to ensure improvement occurs.

FFY 2005 Correction of Noncompliance and Corrective Action Plans

- *Indicator 2 – Home and Community Based Service,* four (4) of five (5) LLAs monitored had a finding of noncompliance related to services provided in the home and community settings. Corrective Action Plans were developed and implemented and one (1) LLA did not correct the noncompliance within one year.

The LLAs received onsite data verification and technical assistance visit to problem solve issues related to the noncompliance. During each site visit, the LLA administrator was given a copy of the summary report that contained FFY 2005 and FFY 2006 data for this indicator. One (1) of the four (4) LLAs was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for lack of timely services.
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on services delivered in the home or community settings including justifications when services are not delivered at home or in community settings.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart reviews quarterly to assure progress.

Next year's APR will include data on the correction of this finding from FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from FFY 2006 monitoring processes related to services provided at home and community settings.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006:

Providing high quality services in natural environments continued to require ongoing provider technical assistance and training. 618 settings data for December 1, 2006 reported 62% of infants and toddlers with IFSPs received services in a natural environment. Slippage did not occur. Washington's target of 65% was met within three months of target and strong progress continued. As stated, September 1, 2007 settings data from the ITEIP Data Management System indicate Washington's ITEIP has already met the target set for FFY 2007. Washington ITEIP is now on a trajectory that will move it towards meeting the natural environments primary service setting target of 90% set to be achieved by 2010.

Improvement Activities

- ***Natural Environments Retreat***

ITEIP staff worked closely with the SICC to identify solutions to natural environments implementation issues. The SICC November 2006 meeting had a major portion of the agenda dedicated to reviewing natural environments expectations and discussing implementation issues with members, parents, and providers. An outcome of the November 2006 SICC meeting, a Natural Environments Retreat was recommended to occur where natural environments and related issues could be more fully explored by a larger stakeholder group consisting of additional parents, providers, and state and local agency representatives. The State Association of County Human Service Agencies (ACHS) and the Early Childhood Development Association of Washington (ECDAW) sponsored the event. A planning committee was formed that included Local Lead Agency staff, ITEIP staff, families, several SICC representatives, and the event sponsors. The day-long facilitated meeting occurred on June 6, 2007. Participant evaluations emphasized and reinforced the importance of working together as ITEIP and local providers continue to implement improvement strategies.

As a result of the Retreat, a list of issues requiring follow up was created with assignments given to designated SICC Committees to identify and implement additional strategies for improvement. (See Attachment #2 - SICC Committee Retreat Follow-up List)

- ***Four County Leadership Group***

ITEIP worked with a Four County Leadership Group consisting of King, Pierce, Snohomish and Yakima Counties. These four counties serve a large proportion of the total children and families served in the state. For example, on December 1, 2006, these four counties *served approximately half (2170/4412)* of all Part C eligible children in Washington State. The work group focused on changing practices in their respective areas to better meet the natural environments requirement to help parents assist in their child's development. King County sponsored a natural environments training workshop for interested stakeholders around the state and local providers which was provided by Robin McWilliams on Routines Based Intervention. King County, Association of County Human Services (ACHS), and Pierce County Human Services helped to sponsor Dathan Rush and M'Lisa Sheldon to do two statewide provider and LLA workshops on delivering services through a primary service provider or parent coaching model. King County also contracted with Dathan and M'Lisa to train 6 pilot site community teams on delivering services through a primary service provider/parent coaching model. King County supported this training over a 6 month period through an extensive staff mentoring, feedback, and review process. ITEIP and the Four County Leadership Work Group held multiple conference calls and a face to face meeting to coordinate activities and address issues.

Explanation of Progress

Progress was made in increasing service provision in natural environments even though the target was not met for December 2006 until March 2007. This improvement continues to date.

- The State Interagency Coordinating Council (SICC) reviewed ITEIP settings data at each of the quarterly meetings; comparing actual performance with the established target. This data review process assisted ITEIP and Local Lead Agencies (LLAs) in setting priorities, implementing improvement strategies, and providing technical assistance.

- The SICC and Data Committee meetings included the review of settings data. These reviews facilitate a more in-depth discussion about the local issues that may have contributed to a LLAs low performance. The review of settings data also contributed to the identification of potential improvement strategies that is then reported during SICC meetings.

- Quarterly and monthly disaggregated data for this indicator was posted by LLAs on ITEIPs website. Because stakeholders and the public have been made more aware of this data, LLAs needing improvement were more clearly identified with technical assistance provided in a more focused and individualized manner. Two years of ITEIP site visits and technical assistance phone conferences allowed direct discussions with LLAs who failed to meet state targets.

- LLA contract language will be strengthened to require reporting of local improvement efforts that address the natural environments requirements.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

ITEIP will continue with current improvement activities because progress was made as reflected by the change in FFY data (50% in FFY 05 to 71% to date). ITEIP has also met its 2007 target for this indicator providing additional evidence current improvement efforts should continue.

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development

The Washington State Infant Toddler Early Intervention Program (ITEIP) utilized the State Interagency Coordinating Council (SICC) and SICC committees as the primary stakeholders tasked to provide State Performance Plan (SPP) and Annual Performance Report (APR) advice and assistance during the past year. At each quarterly meeting, ITEIP presented, and the SICC reviewed, statewide and local SPP/APR and 618 data. During this process, the SICC identified potential program improvement activities targeted to address areas of concerns (indicator data that reflected non-compliance or less than expected results). The SICC, SICC committees, and ITEIP continued to consider the SPP as a working document to guide activities in the state. The SICC continued to use the APR and other local and state data as a standing agenda item to be reviewed at each quarterly meeting.

The ITEIP Data Management System Individualized Family Service Plan (IFSP) format was used to collect the data needed for SPP/APR and 618 reporting purposes. Until the ITEIP Data Management System is updated to collect and calculate child outcome data, providers will continue to enter required child outcome data into a confidential online survey format. Using the confidential online survey format, ITEIP staff were able to collect and calculate the required data for this indicator.

Monitoring Priority: Early Intervention Services in Natural Environments

Indicator 3: Percent of infants and toddlers with IFSPs who demonstrate improved

A. Positive social-emotional skills (including social relationships);

B. Acquisition and use of knowledge skills (including early language/communication);

C. Use of appropriate behaviors to meet their needs.

(20 USC 1416(a) (3)(A) and 1442)

Measurement: (As defined by the Individuals with Disabilities Education Act [IDEA] and the Office of Special Education Programs)

A. Positive social-emotional skills (including social relationships):

a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)]

times 100.

e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference**.**

B. Acquisition and use of knowledge and skills (including early language/communication and early literacy):

a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference**.**

C. Use of appropriate behaviors to meet their needs:

a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.

c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.

d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.

e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference**.**

Overview of Issue/Description of System or Process

In March of 2006, Washington Infant Toddler Early Intervention Program, in partnership with Westat, received a Federal Office of Special Education Programs (OSEP), General Supervision Enhancement Grant (GSEG). The grant helped to fund the Washington Child and Family Outcomes Measurement Project. The grant assisted ITEIP in determining how to best meet the requirement to collect and measure child outcome data. It also assisted ITEIP in making needed enhancements to its Data Management System for collecting child outcome data.

Because the GSEG grant award and OSEP SPP/APR timelines did not coincide, the five-phase project implementation plan and timeline did not result in producing required entry data for the February 2007 APR. The GSEG/Westat grant provided the resources needed by ITEIP to begin to meet this new data collection and reporting requirement during 2007 in a coordinated and systematic way. The GSEG also funded technical assistance from SRI International/Early Childhood Outcomes (ECO) Center, National Early Childhood Technical Assistance Center (NECTAC), and Westat.

The following is a brief summary of GSEG Child and Family Outcomes Project activities and timelines that occurred from January through June of 2007:

- January 2007, the decision to pilot the Early Childhood Outcomes Center's Child Outcomes Summary Form (COSF) was made and five (5) pilot sites were selected to participate in the project;

- February 5-6, 2007, pilot site team training was conducted on the COSF with Westat, Early Childhood Outcomes Center (ECO) and National Early Childhood Technical Assistance Center (NECTAC) staff assistance;

- February through April, 2007, pilot sites implemented the COSF process and participated in weekly technical assistance conference calls for each individual pilot site, and as combined sites monthly, with the Project Coordinator and ITEIP staff;

- May 2007, statewide COSF training occurred at three locations – Seattle, Ellensburg, and Spokane. Approximately 400 individuals participated as members of local Individualized Family Service Plan (IFSP) teams. ITEIP was again assisted by SRI International/ECO Center, NECTAC, and Westat; and,

- July 1, 2007, statewide implementation of the COSF process occurred for all Local Lead Agencies (LLAs) and all IFSP teams.

From February to April 2007 the piloting phase of collecting child outcome information occurred. Pilot teams practiced the Child Outcome Summary Form (COSF) process and completed seventy eight (78) entry or exit Child Outcome Summary Forms. The five county LLA sites participating in the COSF pilots included Chelan/Douglas, Kitsap, Pierce, Skagit, and Yakima. Of the seventy-eight (78) children with COSFs completed by pilot teams, thirty-five (35) were entry summaries.

Of the thirty-five (35) children with entry COSFs, four (4) children received an exit COSF prior to transitioning from ITEIP since they had been in services for at least six months. Even though the progress data N size reported in this submission is very small, it does verify ITEIP now has a system in place that is capable of collecting and reporting child progress data. Additionally, between July 1, 2007 and January 20, 2008, *1771 entry COSFs have been completed* for each child determined eligible for early intervention services.

Policies and Procedures to Guide Outcome Assessment and Measurement Practices Summary

- All eligible infants and toddlers will have child outcome data collected at entry using the Child Outcome Summary Form (COSF) process. Entry child outcome data will be completed prior to completion of the initial IFSP meeting.

- All infants and toddlers who have had an entry COSF, and who have received at least six months of consecutive service, will have an exit COSF completed prior to leaving early intervention. The exit COSF process must be completed no more than 60 days prior to the child's exit from the early intervention program. An exception to this requirement will be made when a child enters early intervention at two years, six months of age, or later. Under this circumstance, the child will not be required to have an entry COSF because he or she will not be in service for the required six month period.

- IFSP teams may elect to collect child outcome data more often to evaluate child progress on a more frequent basis. When this occurs, the COSF must clearly reflect this purpose so that the data is not included as entry or exit summaries in the APR data.

- Exit data will be collected when the infant or toddler exits the early intervention program for one of the following reasons: (a) The child is no longer eligible for early intervention because the child no longer meets eligibility criteria; (b) It is anticipated that the child will move out of state; or (c) The child will transition from early intervention at age three to community or Part B Preschool services.

Measurement Strategies to Collect Data

- *What population of children will be included in measuring child outcomes using the COSF?* All infants and toddlers entering the early intervention system on or after July 1, 2007 will have COSF entry data collected if they will be in program six months or longer.

- *What assessment/measurement tools(s) and/or other data sources will be used?*
  The child's IFSP team, including the child's parents/family, will use a variety of data sources to make a determination of the child's level of performance. The child's performance will be rated using the Child Outcomes Summary Form (COSF) developed by the Early Childhood Outcomes (ECO) Center. All teams will gather information through a variety of data sources including norm-referenced and curriculum based measures, parent report, professional observations, and notes when making a determination of the child's performance. When norm-reference or curriculum based instruments are administered by appropriately trained team members, some of the instruments or measures that will be more frequently used include:

  - Ages and Stages (ASQ);
  - Assessment, Evaluation and Programming System for Infants and Children (AEPS) Second Edition – Birth to Three;
  - Battelle Developmental Inventory – Second Edition (BDI-2);
  - Carolina Curriculum for Infants and Toddlers with Special Needs (CCITSN);
  - Developmental Assessment of Young Children (DAYC); and
  - Hawaii Early Learning Profile.

  IFSP teams are not required to administer any one assessment tool or instrument for program planning and/or outcome measurement purposes. IFSP teams will make assessment tool selection decisions based upon the needs of the child and family. IFSP teams will be encouraged to use the assessment tools that have been cross walked by the ECO Center with the three child outcomes. Assessment data is obtained by a team of professionals including the family of each child entering and exiting early intervention. The COSF is being completed by the IFSP team at

entry and no later than the initial Individualized Family Service Plan meeting and at exit within sixty (60) days of the child's exit from early intervention.

- *What data will be reported to the state, and how will the data be transmitted?* Local Lead Agencies (LLAs) will enter the COSF data into the ITEIP Data Management System on an ongoing basis. Until the data system update is completed, a survey monkey has been designed and LLAs are using it to transmit entries and exit summaries to ITEIP.

- *What data analysis methods will be used to determine the progress categories?* The ITEIP Data Management System will be programmed to calculate child progress using the ECO Center algorithms. ITEIP state policy staff will analyze data and ensure LLAs and providers also review and analyze the child outcome summary data. Completion of this programming update to the system is projected to be June 2008. From completion forward, child outcome summaries will be entered into the Data Management System. Until completion, data will continue to be entered into the confidential online survey format and submitted to ITEIP.

- *What criteria will be used to determine whether a child's functioning is "comparable to same age peers"?* ITEIP has adopted the ECO Center's "comparable to same-aged peers" or "overall age appropriate" definition as described in the COSF Narrative Summary. (Washington is not assigning numbers to summaries to assure children are never referred to as numbers).

Training and Technical Assistance Plan for Administrators and Service Providers

- The ITEIP website will continue to have past and most current training materials and forms for easy access and download capability.

- ITEIP will provide ongoing COSF training for early intervention personnel as needed.

- ITEIP will provide information updates to Local Lead Agency (LLA) administrators on current COSF implementation issues.

- Early intervention personnel will be provided opportunities to attend training on the use of curriculum based measures through Regional Educational Service Districts.

- Early intervention personnel will be provided opportunities to attend training on early childhood assessment practices at the annual Infant and Early Childhood Conference.

ITEIP Quality Assurance and Monitoring Procedures

- ITEIP's Data Management System will be programmed to gather and aggregate child outcome data. This will minimize errors and prevent omissions in data entry.

- ITEIP will support Local Lead Agency administrators in doing a periodic review of randomly selected COSFs to assess quality and completeness of form and process.

- ITEIP will sort and analyze COSF data in multiple ways (i.e. by LLAs; and Division of Developmental Disabilities [DDD] Regions) to identify possible errors and/or provide focused technical assistance as needs are identified.

Progress Data for Federal Fiscal Year (FFY) 2006

This is not baseline data. Progress data reported in 2010 will be considered ITEIP baseline data.

Progress data reported this year reflected only those children who participated in the GSEG funded COSF pilot project. The very small progress data N size was due to ITEIP's implementation plan and timeline that

relied on GSEG resources. Timelines, as part of the grant, were approved by OSEP with approval of the grant. Exiting summaries can only occur for children who have been in service for at least six months before transitioning from the program. Washington started collecting COSF data statewide as of July 1, 2007. There will not be a full three-year cohort until July 1, 2010 which is seven months into FFY 2009.

Progress data for children exiting the program in 2007 who received at least six months of service is presented in the following tables:

A. Positive social-emotional skills (including social relationships)	Number of children	% of children
a. Percent of infants and toddlers who did not improve functioning	0	0%
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	1	25%
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach (it)	1	25%
d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers	2	50%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers	0	0%
Total	N = 4	100%

B. Acquisition and use of knowledge and skills (including early language/communication and early literacy):	Number of children	% of children
a. Percent of infants and toddlers who did not improve functioning	0	0%
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	1	25%
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach (it)	0	0%
d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers	3	75%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers	0	0%
Total	N = 4	100%

C. Use of appropriate behaviors to meet their needs:	Number of children	% of children
a. Percent of infants and toddlers who did not improve functioning	0	0%
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	0	0%
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach (it)	2	50%
d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers	1	25%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers	1	25%
Total	N = 4	100%

Discussion of Baseline Data

Progress data reported in 2010 will be considered baseline data. As reviewed above, ITEIP collected entry, exit, and progress data for infants and toddlers served by COSF Pilot LLAs and IFSP teams from February to October 2007.

As of July 1, 2007, all LLAs began collecting child outcome data on all children entering early intervention programs. Child outcome entry data was collected during the initial evaluation, assessment, and IFSP team meeting process. Exit data was collected within 60 days before the child exited early intervention. The family and other IFSP team members reviewed a variety of data sources to determine the child's developmental status using the COSF process. LLAs were encouraged to use assessment measures that have been aligned with COSF rating criteria. Because the ITEIP Data Management System's contractor did not meet 2007 programming timelines or requirements, LLAs and IFSP teams were required to enter COSF data into a confidential online survey. The data obtained through this temporary format will be collected and reported through the ITEIP Data Management System once operational. The ITEIP Data Management System will be programmed to collect child outcome data by the end of the 2007-2008 contract period.

Progress data was reported on only four (4) children during 2007. The data cannot be considered representative of all children participating in early intervention. Most of the children, age 2 and younger, who entered early intervention services after July 1, 2007, are still participating in the program. It is anticipated that these children will not have progress data to report until they reach age three, sometime this coming year.

Measurable and Rigorous Targets: Performance targets will be set in 2010.

Improvement Activities	Timelines	Resources
The ITEIP Data Management System will be enhanced so that data entry errors and omissions are minimized.	2007-2010	ITEIP Data Manager
ITEIP will provide training for Local Lead Agency administrators in doing periodic random sample review of COSFs for quality and completeness.	2007-2010	ITEIP Staff
ITEIP will analyze data reports that include data aggregated by Local Lead Agencies and Division of Developmental Disabilities Regions to identify possible data inconsistencies or problems.	2007-2010	SICC and Data Committee ITEIP Staff
Provide COSF training updates at quarterly Local Lead Agency Regional Meetings.	2007-2010	ITEIP Staff
Review data to determine if sufficient progress is being made by LLAs towards achieving identified goals and or performance targets. Provide LLA training and technical assistance as needed to improve outcomes.	2009-2010	ITEIP Staff, LLAs and Service Providers. SICC and Data Committee

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the State Performance Plan Development:

The Washington State Infant Toddler Early Intervention Program (ITEIP) utilized the State Interagency Coordinating Council (SICC) and SICC committees as primary stakeholder groups tasked to provide State Performance Plan (SPP) and Annual Performance Report (APR) advice and assistance. At each quarterly meeting, ITEIP presented and the SICC reviewed 618, statewide and local SPP/APR data. It is through this process that the SICC identified potential program improvement activities targeted to address areas of concerns (indicator data that reflected non-compliance or less than expected results). The SICC, SICC committees, and ITEIP continued to consider the SPP/APR a working document to guide state activities.

Monitoring Priority: Early Intervention Services in Natural Environments

Indicator 4: Percent of families participating in Part C who report that early intervention services have helped the family:

A. Know their rights;

B. Effectively communicate their children's needs; and,

C. Help their children develop and learn.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.

B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.

C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.

FFY	Measurable and Rigorous Target
2006	A. At least **93%** of families know their rights. B. At least **93%** of families effectively communicate their children's needs. C. At least **93%** of families help their children develop and learn. *(Note: These targets were set using 2005 State ITEIP Family Survey. The new ECO survey tool is replacing this state survey. New targets will be set for February 2009 report.)*

Actual Target Data for FFY 2006;

A. 67% of families know their rights.

Based upon the Early Childhood Outcomes Center Family Survey, *Question 16*, **811 of 1,219 families** reported they knew their rights.

B. 78% of families effectively communicate their children's needs.

Based upon the Early Childhood Outcomes Center Family Survey, *Question 17,* **951 of 1,219 families** reported they could effectively communicate their child's needs.

C. 83% of families help their children develop and learn.

Based upon the Early Childhood Outcomes Center Family Survey, *Question 18,* **1,007 of 1,219 families** reported they knew how to help their child develop and learn.

In summary, ITEIP sent 7,561 (6,570 English and 991 Spanish) ECO Family Surveys to Local Lead Agencies (LLAs) during FFY 2006. LLAs distributed to families by mail a total of 6,594 (5,925 English and 669 Spanish) hard copies of the ECO Family Survey. Families returned to ITEIP 1,219 (1,136 English and 38 Spanish) ECO Family Surveys resulting in an 18% (1219/6594) rate of return. ITEIP was advised by ECO to use Survey questions 16, 17, and 18 to calculate the responses for 4 A, 4 B, and 4C respectively. The results provided above reflect those calculations. The survey was sent to all LLAs in each region of the state. Families from each region of the state completed the survey and returned it to ITEIP. Therefore, ITEIP considers the data to be representative of the state's population.

During FFY 2006, ITEIP discontinued using its Parent Satisfaction Survey to obtain family outcome data for SPP/APR reporting purposes. ITEIP and stakeholders explored and chose a new family survey that would better meet SPP/APR family outcome data collection requirements. Based upon recommendations made by the Child and Family Outcomes Measurement Project Stakeholder Work Group, ITEIP used the Early Childhood Outcome Center (ECO) Family Survey to collect and report on family outcome data for this indicator. *(See Attachment # 3, ECO Family Survey, in English and Spanish).* LLAs were required to obtain interpreter services for families and parents who were non-English or non-Spanish speaking.

ITEIP reported family outcome data in its FFY 2005 APR that was obtained by aligning the outcomes with ITEIPs Parent Satisfaction Survey. Differences between the ECO and ITEIP surveys are significant enough that targets will need to be revised after sufficient family outcome data is obtained using the ECO Survey. At that time a new baseline will need to be established. For this reporting period, ITEIP reported family outcome data obtained through the ECO Family Survey. Because of the change, ITEIP will be comparing its performance against targets that were set using the ITEIP Parent Satisfaction Survey baseline data. Because of the need to change surveys to provide family outcome data, current targets should not be used to measure program effectiveness. Rather, new targets should be set after sufficient family outcome data is obtained using the ECO Family Survey. The SPP will be revised to reflect these changes. New targets will be set by February 2009.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006:

Improvement Activities Completed

In March of 2006, Washington State and Westat were notified that they would receive a General Supervision Enhancement Grant (GSEG) for the purpose of developing and implementing a child and family outcome data collection, measurement, and reporting system. As a result of the GSEG, the ITEIP Child and Family

Outcome Measurements Project Stakeholders Work Group was formed to advise and assist the project. As part of their work, the Stakeholder Work Group was asked to review several family survey instruments to collect and report data on this indicator. The Stakeholder Work Group reviewed the following three (3) family survey instruments:

- ITEIP Parent/Family Satisfaction Survey with modifications;
- National Center on Special Education and Monitoring (NCSEAM) Family Survey; and,
- Early Childhood Outcomes Center (ECO) Family Survey.

After reviewing these three instruments, the Stakeholder Work Group selected the ECO Family Survey to collect and report SPP/APR family outcome data. The Work Group selected the ECO tool because they believed it contained items that would best measure family satisfaction with services as well as measure impact of services on the child and family.

Because family input is essential to the provision of effective early intervention services and improved family outcomes, ITEIP continued to fund a full time Parent Participation Coordinator, through a contract with the Washington Parent Training and Information Center (Washington Parents Are Vital in Education [PAVE]). This past year, the Parent Participation Coordinator position was changed into two part-time positions as a mentoring strategy and as a way to increase statewide technical assistance and support. The Parent Participation Coordinators assisted parents and families statewide to become leaders in their local communities and local early intervention programs. The Parent Participation Coordinators facilitated a review of the ECO Family Survey by the SICC Family Leadership Team (FLT). The FLT reviewed and gave input to ITEIP who submitted it to the national developers of the ECO Family Survey.

In the future, each Family Resources Coordinator (FRC) assigned to the child and family will print the Family Survey from the ITEIP Data Management System. At each annual and transition IFSP meeting, the FRC will invite families to complete and return the Family Survey to ITEIP. The ITEIP Data Management System will be enhanced so this data will be consistently obtained at least annually and upon exit from program. When enhancements have been made to the ITEIP Data Management System, a memo of clarification will be sent to LLAs that describe the new ECO Family Survey distribution process. The process will outline new policies, procedures and survey distribution requirements. LLAs must ensure their FRCs invite parents or families to complete the ECO Family Survey at each annual and transition IFSP meeting.

Explanation of Progress or Slippage

ITEIP is using the ECO Family Survey to collect and report family outcome data. This is a new survey. New targets will be established.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

Justification for Revising Improvement Activities

ITEIP is now using the ECO Family Survey to collect and report family outcome data. Since current performance targets were set using ITEIPs Parent Satisfaction Survey data, new performance targets will need to be set after sufficient baseline data has been collected using the ECO Family Survey. Because LLAs will need technical assistance to implement, distribute, and administer the ECO Family Survey, the SPP needs to include the following improvement activities:

Improvement Activities	**Timelines**	**Resources**
Increase provider support and technical assistance in meeting family outcomes	2007-2008	ITEIP Staff LLAs
Provide training and technical assistance on the administration and distribution of the ECO Family Survey.	2007-2010	SRI International & National Early Childhood Technical Assistance Center (NECTAC) Consultants ITEIP Staff
Develop ECO Family Survey dissemination policies and procedures.	2007-2008	ITEIP Staff
Re-evaluate distribution methods, policies and procedures to ensure family outcome data is representative of the state's population.	2007-2008	ITEIP Staff SICC
Review, modify, and align Parent Participation Coordinator contract as needed to assist in implementing early intervention services that result in improved outcomes for families.	2007-2008	ITEIP Parent Participation Coordinator Contract SICC Family Leadership Team ITEIP Staff

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

Data for this results indicator was collected through the Infant Toddler Early Intervention Program's (ITEIP) Data Management System. This data was collected and reported under Section 618, December 1, 2006, Annual Report of Children Served. The State Interagency Coordinating Council (SICC) reviewed at each quarterly meeting Local Lead Agency (LLA), Department of Social and Health Services (DSHS) Regional, and aggregated statewide birth-to-one data. Actual performance was discussed and compared to the established target. See the Improvement Activities Completed section below for information about identified activities resulting from the SICC discussion of data pertaining to this indicator.

Annual data for this indicator are posted by each LLA on the ITEIP website at http://www1.dshs.wa.gov/iteip/Qtrly_Prog_data.html

National child count data discussed below was provided by the U.S. Department of Education, Office of Special Education Programs (OSEP), Data Analysis System.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 5: Percent of infants and toddlers, birth to 1, with IFSPs compared to:

A. Other States with similar eligibility definitions; and

B. National data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement:

A. Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to the same percent calculated for other States with similar (narrow, moderate or broad) eligibility definitions.

B. Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to National data.

FFY	Measurable and Rigorous Target
2006	0**.70%** of Washington State infants under the age of 12 months will be identified and made eligible for early intervention services.

Actual Target Data for FFY 2006:

0.53% of Washington State infants under the age of 12 months were identified and made eligible for early intervention services.

This based upon the December 1, 2006 day in time count of children for 2006 (426/80,683) as reported in Table C-9. Percent of infants and toddlers receiving early intervention services under IDEA, Part C by age and state: 2006.

A. Comparing Washington to Other States with Similar Eligibility Criteria

Of the 23 states OSEP described as having broad eligibility definitions and criteria in 2006, Washington ranked 21st at 0.53%. Only two other states with broad eligibility definitions and criteria (Mississippi [0.50%] and Alabama [0.46%]) ranked lower than Washington State.

Some of the other states with broad eligibility criteria ranking above Washington included Florida (0.60%), Virginia (0.63%), Louisiana (0.83%), Texas (0.90%), Wisconsin (0.95%) and Arkansas (1.02%).

B. National Data

During FFY 2006, based upon the data provided by the U.S. Census Department, 1.04% of all infants residing in the 50 states and Washington D.C. under the age of 12 months were identified and determined eligible for early intervention services. When compared to the national average, Washington ranked 48th among the 50 States and D.C. and five territories. During FFY 2005, Washington also ranked 48th,

Data Source: U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS) OMB 3 1820-0557; "Infants and Toddlers Receiving Early Intervention Services in Accordance with part C," 2006. Data updated as of July 15 2007. U.S. Bureau of the Census. Population data for 2006 accessed from http;//www.census.gov/popest/states/asrh/files/SC_EST2006_AGESEX_RES.csv.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006:

Improvement Activities Completed

- The SICC Data and Services Committees reviewed the data for this indicator to identify issues and actions that could assist LLAs in meeting the target set for this indicator.
- The SICC Personnel and Training Committee conducted an informal survey of private therapists and hospital based pediatric therapy clinics not participating in the State Part C Program and who serve the most populated regions of the State. It was hoped the informal survey would identify the factors that contributed to the low number of infants (under 12 months of age) being referred to early intervention over the past year. The survey information will be used in the development of new state and local implementation strategies.
- ITEIP collaborated and coordinated with the Department of Health (DOH) Child Profile Outreach Project. ITEIP staff assisted in reviewing and revising Child Profile materials that were distributed statewide to all families of newborns in the state during FFY 2006. Child Profile language was revised to say parents did not need a doctor referral to obtain early intervention services emphasizing parents' ability to self-refer. ITEIP specific brochures go out to approximately 80,000 families a year. As an additional activity in 2007, the CHILD Profile child development charts (0-18 months, 18-36 months, and 36-60 months) were distributed to over 25,000 non-parent caregivers and service providers in the state. The ITEIP central directory's toll-free number and the Family Resources Coordinator referral information are prominently displayed in all Child Profile inserts, brochures, and charts.
- ITEIP collaborated and coordinated with the Washington Department of Social and Health Services (DSHS), Children's Administration on increasing referrals of infants in foster care. Child Health Education Tracking staff screened all children, birth to three, who were placed in foster care over 30 days, and referred any child who demonstrated a concern to the Family Resources Coordinator.
- ITEIP met regularly with Department of Early Learning staff to increase their awareness of Part C services and to enhance coordination of Child Find and other early childhood activities.

- ITEIP provided training and technical assistance at the 2006 and 2007 Early Hearing Loss Detection, Diagnosis and Intervention (EHDDI) Conferences to ensure referrals to ITEIP occurred and to ensure the services provided followed IDEA, Part C and ITEIP requirements. Both EHDDI Conferences included regional breakout sessions where local resources were shared. Strategies for improving the coordination of referrals resulting from newborn hearing screenings were discussed.

Additional Improvement Activities Facilitated by ITEIP

- Targeted public awareness to medical home teams, parents/families, physicians, child care providers and agencies, and other providers occurred during the reporting period.

- The SICC Ad Hoc Committee and ITEIP met with DSHS Secretary, Robin Arnold-Williams, DOH Secretary, Mary Selecky, and the State Medicaid Director, Doug Porter, in November 2007 to review Child Find and referral issues from a state health perspective. During the meeting, ITEIP indicator data was shared with comparisons made with to states with similar eligibility definitions. Since this meeting, ITEIP has met with DSHS Assistant Secretary of Planning, Performance and Accountability to build strategies for obtaining data across DSHS and ITEIP in a more coordinated manner. Additional meetings are planned for 2008.

- ITEIP continued to work closely with the DSHS Children's Administration (CA). CA is in the process of building a new comprehensive data system that will include referrals to ITEIP and other programs. CA case managers continued to screen children in the foster care system. Their screening results are used to determine if any child under age three in the foster care system should be referred to ITEIP.

- ITEIP met with Medicaid Healthy Options Plan representatives two times during this reporting period to make sure they understood the program and were aware of IDEA Child Find requirements.

- The new SICC physician representative and the current military physician representative are helping to determine where the infants under twelve (12) months of age are being served. They are increasing the awareness of other medical/health related professionals about the benefits of early intervention services and the need to refer early. SICC physician input will help to provide the focused assistance needed to improve outreach to this population.

- ITEIP will continue to provide technical assistance to LLAs regarding Child Find policies and procedures. Over the coming year, early referral issues will be explored in depth by the SICC. Additional improvement strategies will be added to the State Performance Plan as later outlined.

Explanation of Slippage or Progress

ITEIP did not meet its target for this indicator. Even though multiple public awareness and outreach activities were implemented during the FFY 2006, the actual target achieved was 0.53% which was 0.02% higher than FFY 2005 data for this indicator which was 0.51%. Some progress was made in moving closer to the ITEIP target of 0.70%. There was no slippage.

ITEIP submitted accurate data for this indicator from unduplicated counts of children served. When talking with other states in the past, it appeared they were using different data points to calculate the percentage for this indicator. ITEIP would like to explore this issue further with the Infant Toddlers Coordinators Association (ITCA) and Office of Special Education Programs (OSEP).

The ITEIP Data Management System verified physicians and therapists made many referrals to early intervention over the past year. This data will continue to be analyzed to determine the age of the child at the time of physician and therapist referral. More analysis of the data is needed to determine the nature and scope of the early referral problem before additional improvement strategies are developed. The SICC will assist with fact finding and data analysis.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines for FFY 2006:

Justification for Revising Improvement Activities

Even though FFY 2006 data suggested a small amount of program was made, ITEIP was far from meeting its annual target for this indicator. The SPP needs to be revised to include the following improvement activities:

Improvement Activities	Timelines	Resources
Identify the average age of children when referred to early intervention by physicians, therapists, audiologists, hospitals, and/or clinic staff. Identify factors that are possible causes for late referrals to early intervention and develop possible solutions.	2007-2008	SICC and SICC Committees ITEIP Data Management System ITEIP Staff
Determine the impact of new born hearing screening and follow-up practices as they relate to early referrals to early intervention. Revise Child Find strategies to address findings.	2007-2008	SICC and SICC Committees ITEIP Data Management System ITEIP Staff
Identify the LLAs who have met the Birth to One Year Child Find target as exemplary programs. Determine the strategies that they have proven are effective in finding Birth to One Year olds in need of early intervention. Share examples of their activities with under target areas.	2007-2010	ITEIP Staff LLAs
Implement new Birth to One (1) Year Child Find strategies based upon identified exemplary program outreach models.	2007-2010	SICC and SICC Committee ITEIP Staff LLAs
Develop additional resource materials that support the implementation of improved Birth to One Year Child Find strategies.	2007-2010	ITEIP Staff

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

Data for this results indicator continued to be collected through the electronic Infant Toddler Early Intervention Program's (ITEIP) Data Management System. This data was collected and reported under Section 618, December 1, 2006, Annual Report of Children Served. The State Interagency Coordinating Council (SICC) reviewed Local Lead Agency (LLA), Department of Social and Health Services (DSHS) Regional, and LLA birth to three data at each quarterly meeting. Actual performance was discussed and compared to the established target. The SICC Data Committee also reviewed quarterly data. Annual data for this indicator are posted by each LLA on the ITEIP website at http://www1.dshs.wa.gov/iteip/Qtrly_Prog_data.html

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 6: Percent of infants and toddlers, birth to 3, with IFSPs compared to:

A. Other States with similar eligibility definitions; and

B. National data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement:

A. Percent = [(# of infants and toddlers birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to the same percent calculated for other States with similar (narrow, moderate or broad) eligibility definitions.

B. Percent = [(# of infants and toddlers birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to National data.

FFY	Measurable and Rigorous Target
2006	**1.80%** of Washington State infants and toddlers, birth to three will be identified and made eligible for early intervention services.

Actual Target Data for FFY 2006:

1.79% of Washington State infants and toddlers were identified and made eligible for early intervention services.

This based upon the December 1, 2006 day in time count of children for 2006 (4412/246,233) as reported in Table C-9. Percent of infants and toddlers receiving early intervention services under IDEA, Part C by age and state: 2006.

A. Comparing Washington to Other States with Similar Eligibility Criteria

Based upon the data provided by the U.S. Department of Education, of the 23 states and territories, the Office of Special Education Programs (OSEP) rated as having broad eligibility criteria in 2006, Washington ranked 18th at 1.79%. Five other states with broad eligibility criteria (Florida [1.68%], Virginia [1.49%], Alabama [1.37%], Louisiana [1.27%], and Mississippi [1.21%]) ranked lower than Washington State.

Some of the other states with broad eligibility criteria ranking above Washington included Texas (1.99%), California (2.11%), Michigan (2.32%), Iowa (2.52%), Wisconsin (2.61%), Ohio (2.64%), and Kansas (2.66%).

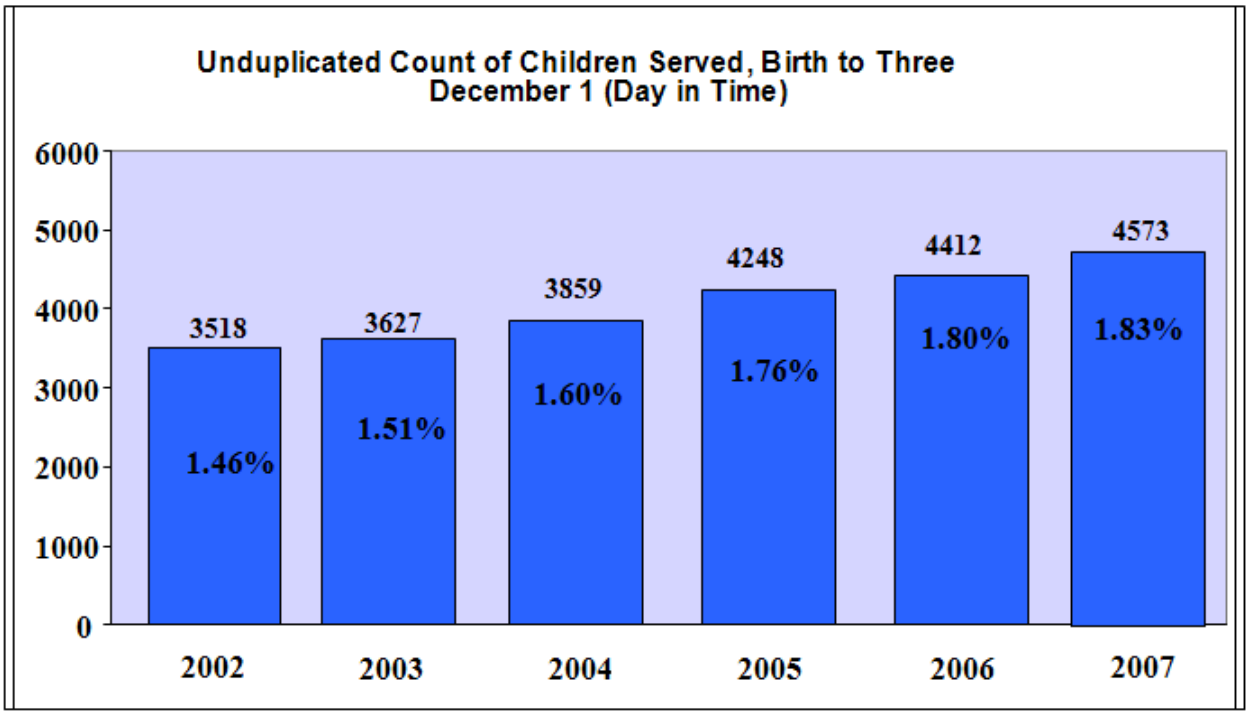
B. National Data

Based upon the data provided by the U.S. Department of Education, on average, 2.43% of all infants and toddlers, birth to three, in the 50 States and Washington D.C. were identified and determined eligible for early intervention services during FFY 2006. When comparing Washington State's 1.79% of infants and toddler served to the national average of 2.43% infants and toddlers served, Washington State was 0.64% below the national average and ranked 39th among all of the 50 states and Washington D.C with broad, moderate, and narrow eligibility criteria and definitions. It should be noted when comparing Washington cumulative data (3.3%) with the national average (2.43%) for this indicator, Washington exceeds the national average.

Data Source: U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS) OMB 3 1820-0557; "Infants and Toddlers Receiving Early Intervention Services in Accordance with part C," 2006. Data updated as of July 15 2007. U.S. Bureau of the Census.

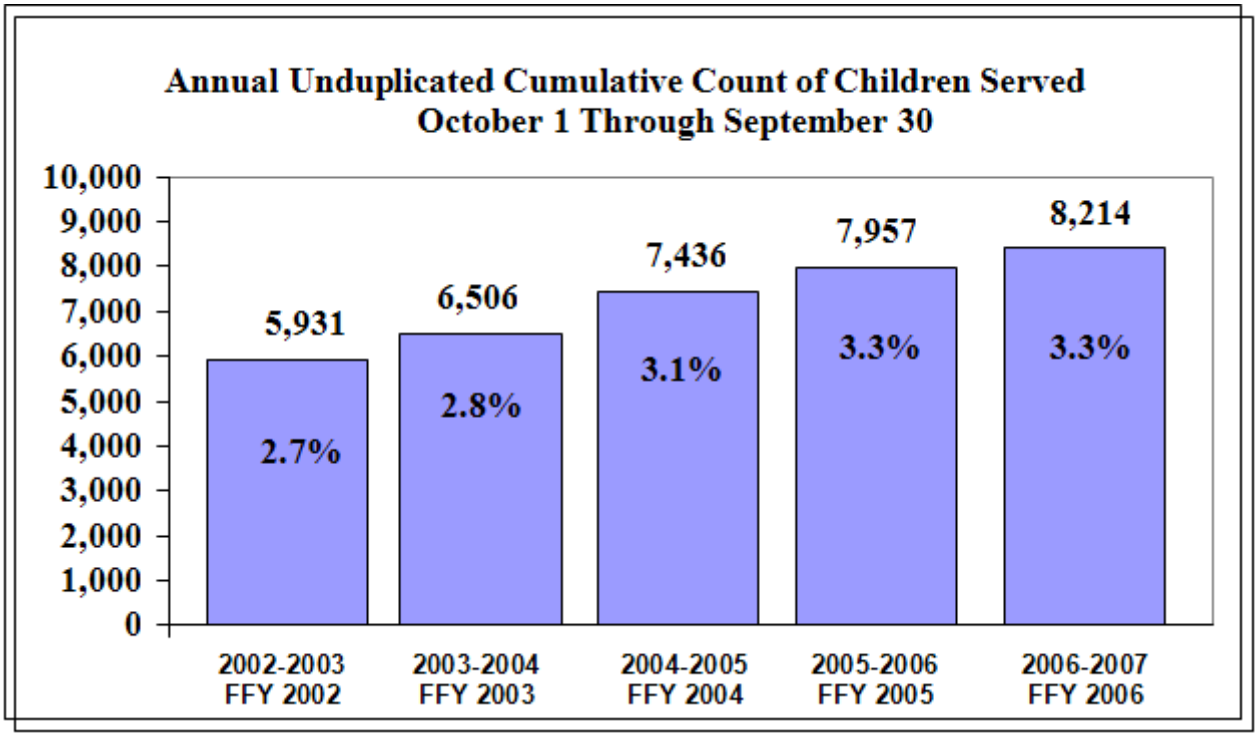
ITEIP collected and posted LLA data for this indicator each quarter on the ITEIP website. The data was also reported at each State Interagency Coordinating Council (SICC) meeting during the year. The SICC Data and Services Committees also reviewed this indicator data periodically throughout the year. ITEIP and the SICC continued to review referral source and family issues impacting local Child Find efforts. Issues impacting physician and related health care provider referrals to early intervention will be studied in more depth this coming year by the SICC.

The following charts compare over time the number and percentage of children served, birth to three, by a day in time:



The December 1 (Day in Time), 2007 unduplicated child count reported ITEIP served 4,573 birth to three children which is over 1.8% of its total birth to three population.

The annual unduplicated cumulative child count for FFY 2002 through 2006 is given in the bar graph below.



In FFY 2006, based on the cumulative child count, ITEIP served approximately 8,214 or 3.3% of its total birth to three populations. ITEIP believes the cumulative child count of children served is more reflective of the percentage of the actual population served.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006:

Improvement Activities Completed

Washington State Infant Toddler Early Intervention Program (ITEIP) met its FFY 2006 target for this indicator. LLAs were required to distribute public awareness and Child Find materials during the past contract period. Formal audits by Operations Review and Consultation include a review of LLA public awareness and Child Find efforts. If concerns about local Child Find or other early identification are identified during the audit process, a LLA corrective action plan is developed with ITEIP staff follow-up and verification of correction.

ITEIP and the Department of Health (DOH), local health departments, and Children with Special Health Care Needs (CSHCN) programs coordinated many activities related to early identification and screening of children, birth to three, and their families.

ITEIP referral and other information has been updated to include DOH activities such as Washington State Medical Home physician trainings and Grand Rounds; and the new Parent 123 website an initiative of Within Reach (ITEIP's Central directory) became operational in March 2007. This online application enables families to find out if they are eligible for insurance and food programs in Washington State. When using this system, if a developmental concern is noted, the family is referred to the Family Health Hotline for referral to ITEIP.

ITEIP worked with DOH staff to collaboratively share Medical Home resource materials and outreach information to medical and health care providers over the past year. A link to the Medical Home Leadership Network (MHLN) website now includes developmental surveillance and screening information and also provides information on how to refer into the Part C early intervention system. ITEIP and MHLN staff work together to keep information about the referral process to Part C services current and accurate.

ITEIP provided training and technical assistance at the 2006 and 2007 Early Hearing Loss Detection, Diagnosis and Intervention (EHDDI) Conferences to assure referrals to ITEIP occurred and that services provided followed IDEA, Part C and ITEIP requirements. Both EHDDI Conferences included regional breakout sessions where local resources were shared. Strategies for improving the coordination of referrals resulting from new born hearing screenings were discussed.

Explanation of Progress of Slippage

ITEIP met its FFY 2006 target for this indicator. LLA and state supported early identification efforts along with the distribution of program materials, supported statewide Child Find efforts throughout the year. ITEIP and the SICC Public Policy Committee continue to identify and implement new activities to ensure early identification occurs (see Indicator #5).

Targeted public awareness to parents/families, physicians, child care providers, Children's Administration, and Medicaid providers occurred.

ITEIP continued to require LLAs to distribute public awareness materials as part of their contractual agreement with ITEIP. ITEIP tracked the distribution of these materials statewide and used this information to identify any trends and patterns affecting referral and/or early identification efforts.

Increased statewide Child Find program activities included outreach to the following:

- Children's Administration (CA) State Academy Training staff;
- Midwifery Programs;
- Health Maintenance Organizations;

- State Medicaid Healthy Options Plans;
- Washington State Court Appointed Special Advocates (CASA);
- Washington State Parent & Family Educators Conference;
- Washington State Judicial/Court conference; and
- Collaborated with DOH to develop Child Health Notes on health and disability related conditions for local medical communities.

Revisions, <u>with Justification</u>, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2006:

Continue implementing existing improvement activities.

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

The State Interagency Coordinating Council (SICC) reviewed timely evaluation, assessment and initial Individualized Family Service Plan (IFSP) services data at each quarterly meeting. The data was obtained from all Local Lead Agencies (LLAs). Data from 226 Individualized Family Service Plans (IFSPs) were randomly selected from thirty-four (34) LLAs. They were printed from the ITEIP Data Management System and reviewed by ITEIP staff prior to each site visit. The randomly selected files were representative of all of the infants and toddlers served through Washington State's early Part C program during the FFY 2006. (Please see Attachment 1 - IFSP Selection Methodology for more information.) Four (4) LLAs were not included in this data set because they had no eligible children in service on December 1, 2006. Staff followed a data gathering and verification protocol developed by ITEIP staff. The data verification protocol was developed using the APR measurement table as a guide. At the conclusion of the LLA site visits, ITEIP staff met with LLA administrators. They reviewed the results of the data collection/verification visit including past LLA compliance data. When data verified the LLA was not in substantial compliance with this indicator, the LLA administrator was required at the time of the site-visit to propose and begin implementing improvement activities. A copy of the data summary was signed and retained by the LLA administrator to provide a focus for required follow-up.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45 day timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement:

Percent = [(# of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45 day timeline) divided by the (# of eligible infants and toddlers evaluated and assessed)] times 100.

Account for untimely evaluations.

FFY	Measurable and Rigorous Target
2006	**100%** of eligible infants and toddlers with IFSPs had an evaluation/assessment and initial IFSP meeting within Part C's 45 day timeline.

Actual Target Data for FFY 2006:

A. 82% or 186/226 of infants and toddlers with IFSPs had an evaluation/assessment and initial IFSP meeting was conducted within Part C's 45 day timeline and based on the following:

- 62% or 141/226 of infants and toddlers with IFSPs had an evaluation/assessment and initial IFSP meeting within Part C's 45 day timeline.

- 20% or 45/226 infants and toddlers with IFSPs who had an evaluation/assessment and initial IFSP meeting did not meet Part C's 45 day timeline due to exceptional family circumstances.

B. 18% or 40/226 of infants and toddlers with IFSPs did not have an evaluation/assessment and initial IFSP meeting that met Part C's 45 day timeline *due to other reasons* that included:

- Initial IFSP meetings had to be rescheduled because interpreter services could not be secured.
- Local Lead Agency or service provider staffing changes affected evaluation schedules and timelines.
- Service provider evaluation records were not available to the Family Resources Coordinator (FRC) in a timely manner.
- In those instances where there was no documentation to verify why the evaluation, assessment or IFSP meeting did not occur within the 45 day timeline, the delay was assumed to be due to reasons other than exceptional family circumstances.
- Incomplete records.

In summary, the inability to secure interpreter services in rural and remote areas of the state was identified as one barrier to meeting the 45 day timeline. In these instances, LLAs reported IFSP meetings had been scheduled but later cancelled due to interpreter issues. Obtaining evaluation and assessment data in a timely manner was also reported to be a barrier in meeting the 45 day timeline especially in rural areas. Because LLAs in rural and remote areas reported they often relied on community partners to provide evaluations and assessments, they reported coordinating these services and obtaining the results within Part C timelines was a challenge. Inconsistent documentation also contributed to the small decline in IFSPs not meeting the 45 day timeline. Each LLA administrator received technical assistance and policy direction on the importance of meeting the 45 day timeline and the importance of maintaining documentation that accurately reflect when and why the 45 day timeline was not met.

During FFY 2006, ITEIP conducted onsite data verification and file review to monitor LLA compliance with the evaluation, assessment, and initial IFSP meeting 45 day timeline requirement. At the conclusion of each site visit, Local Lead Agency (LLA) administrators participated in an exit interview that included a review of the data that was gathered. ITEIP staff and LLA administrators were able to compare their current and past performance on this indicator. When noncompliance was identified, the LLA was required to immediately begin implementing improvement activities. The LLA was also informed that a Corrective Action Plan would be required and their performance monitored by ITEIP to ensure improvement occurs.

In addition to site visits, ITEIP also conducted formal program and fiscal audits through its contract with the Department of Social and Health Services (DSHS) Operations Review and Consultation during FFY 2006. Nine (9) LLAs received a formal program and fiscal audit conducted by ORC. ORC reviewed one hundred and thirty-eight (138) IFSPs to determine compliance with the timely evaluation and 45 day timeline requirement.

FFY 2006 Identification of Noncompliance and Corrective Action Plans

- *Indicator 7 – Timely Evaluation, Assessment and Individualized Family Service Plan (IFSP) Meeting 45 Day Timeline.*

The five (5) LLAs who had a finding of noncompliance were required to develop a Corrective Action Plan (CAP) to address the identified noncompliance. The LLAs were reminded the correction of noncompliance must occur as soon as possible or no later than one year from when the finding was reported. If upon review

of LLA quarterly data it is determined inadequate progress has been made, ITEIP will direct the modification of the existing CAP and will require more frequent submission of compliance data.

FFY 2005 Correction of Noncompliance or Enforcement Actions

- *Indicator 7 - Timely Evaluation, Assessment and Individualized Family Service Plan (IFSP) Meeting 45 Day Timeline.*

One (1) LLA had a finding of noncompliance and did not correct the noncompliance within one year. The LLA implemented an approved Corrective Action Plan (CAP) and received an onsite technical assistance and data verification visit to problem solve issues related to the noncompliance. During the onsite visit, the LLA administrator was provided a copy of the summary report that contained data for this indicator from FFY 2005 and FFY 2006. Because the data did not verify correction of noncompliance, ITEIP required the LLA propose and begin implementing immediately additional improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for lack of timely evaluation, assessment and initial IFSP meetings (not meeting the 45 day timeline).
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on timely evaluation, assessment and initial IFSP meetings that are conducted within the 45 day timeline.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart review quarterly to assure progress.

FFY 2004 Correction of Noncompliance or Enforcement Actions

- *Indicator 7 - Timely Evaluation, Assessment and Individualized Family Service Plan (IFSP) Meeting 45 Day Timeline.*

One (1) LLA had a finding of noncompliance and did not correct the noncompliance within one year.
The Infant Toddler Early Intervention Program (ITEIP) subsequently directed modifications to the Corrective Action Plan. The noncompliance was corrected in FFY 2006.

Next year's APR will include data on the correction of this finding for the identified LLAs during FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from FFY 2006 monitoring processes related to this indicator.

Explanation of Progress or Slippage

Slippage occurred during FFY 2006. Compared to last years data, 3% fewer infants and toddlers with IFSP had an evaluation, assessment and IFSP meeting within the 45 day timeline.

The inability to secure interpreter services in rural and remote areas was one of several causes for not meeting this compliance requirement. The LLAs coordination of timely evaluations was a challenge when the Family Resources Coordinator (service coordinator) relied on a community team, comprised of private providers, to do eligibility evaluation and assessments. Getting evaluation data in a timely manner contributed to the delay in meeting the 45 day timeline. Increased rigor in monitoring compliance with this indicator may also have contributed to the slight decline in FFY 2006 data when compared to FFY 2005 data.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage for FFY 2006:

Improvement Activities Completed

ITEIP reinstituted quarterly LLA contractor meetings. These statewide meetings provided a venue to provide information, policy clarification, and technical assistance regarding the State Performance Plan/Annual Performance Report (SPP/APR) monitoring priorities and ITEIP implementation activities.

ITEIP provided statewide LLA technical assistance on this compliance indicator by conducting FFY 2006 data verification site visits. LLAs reported ITEIP data verification site visits were helpful in clarifying expectations regarding the compliance requirement. The data verification site visit protocol developed and implemented by ITEIP for 2006 was revised for 2007 site visits and file reviews. Revisions were made so that the data gathered and the technical assistance provided would be aligned with the APR measurement table requirements. LLA Administrators reviewed and signed the site visit data summary report and were directed to begin improvement activities immediately when noncompliance was identified.

ITEIP continued to conduct formal external program and fiscal audits. The ORC audit guide was revised to be better aligned with current SPP/APR reporting requirements. Auditors also provide on-site technical assistance related to areas of audit focus.

Data on this indicator was reviewed by DDD Regional Administrators for all counties within their assigned Regions so they could assist with implementing improvement activities.

ITEIP staff monitored mediation requests, citizen's complaints, and administrative hearings for compliance with the timely evaluations and 45 day timeline requirement. There were no formal complaints or mediation requests filed during FFY 2006.

Resources were obtained so that enhancements can be made to the ITEIP Data Management System. The enhancements are in the process of being made. The enhancements will improve the quality of data needed to report on this indicator and to do desk audits and data analysis on an ongoing basis.

ITEIP is planning to revise LLA contract language that will increase current LLA reporting requirements. They will be required to report on program improvement activities that ensure progress is being made in meeting compliance with the timely evaluations, assessments, and initial IFSP meeting 45 day timeline.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

Justification for Revising Improvement Activities

Additional improvement activities are needed to increase the rate of improvement for this indicator and to enhance LLA technical assistance. The SPP will be revised to include the following *new* activities:

Improvement Activities	Timelines	Resources
Coordinate and collaborate with the National Infant Toddler Coordinators Association to help to address national funding needs.	2007-2008	ITEIP Staff
Fact find and problem solve the provision of interpreter services as it relates to the untimely delivery of evaluation, assessment and IFSP services.	2007-2008	SICC and SICC Committees ITEIP Staff

SICC Public Policy Committee and Family Leadership Team will pursue legislative support for increasing funding to counties for early intervention services; and to make the availability of this DD funding source equitable statewide as a forecasted annual proportion of state early intervention funding.	2007-2008	SICC Public Policy and Family Leadership Team ITEIP Staff Wee Care/PAVE
Personnel and Training Committee will be requested to design a training plan that addresses IDEA related requirements that impact the provision of timely evaluations, assessments, and IFSP meetings within the 45 day timeline.	2008 - 2010	ITEIP SICC Personnel and Training Committee State Agencies

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

The State Interagency Coordinating Council (SICC) reviewed timely transition planning services at each quarterly meeting. Data from 226 Individualized Family Service Plans (IFSPs) were randomly selected from thirty-four (34) LLAs. 111 of the 226 IFSPs required timely transition planning services. IFSPs were printed from the ITEIP Data Management System and reviewed by ITEIP staff prior to each site visit. The randomly selected files were representative of all of the infants and toddlers served through Washington State's early Part C program during the FFY 2006. (Please see Attachment 1 - IFSP Selection Methodology for more information.) Four (4) LLAs were not included in this data set because they had no eligible children in service on December 1, 2006. Staff followed a data gathering and verification protocol developed by ITEIP staff. The data verification protocol was developed using the APR measurement table as a guide. At the conclusion of the LLA site visits, ITEIP staff met with LLA administrators. They reviewed the results of the data collection/verification visit including past LLA compliance data. When data verified the LLA was not in substantial compliance with this indicator, the LLA administrator was required at the time of the site-visit to propose and begin implementing improvement activities. A copy of the data summary was signed and retained by the LLA administrator to provide a focus for required follow-up.

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Indicator 8: Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including:

A. IFSPs with transition steps and services;

B. Notification to the Local Education Agency (LEA), if child potentially eligible for Part B; and

C. Transition conference, if child is potentially eligible for Part B.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement

A. Percent = [(# of children exiting Part C who have an IFSP with transition steps and services) divided by the (# of children exiting Part C)] times 100.

B. Percent = [(# of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred) divided by the (# of children exiting Part C who were potentially eligible for Part B)] times 100.

C. Percent = [(# of children exiting Part C and potentially eligible for Part B where the transition conference occurred) divided by the (# of children exiting Part C who were potentially eligible for Part B)] times 100.

FFY	Measurable and Rigorous Target
2006	**A. 100%** of children exiting Part C will have IFSPs that have transition steps and services. **B. 100%** of LEAs will be notified if the child is potentially eligible for Part B. **C. 100%** of children potentially eligible for Part B special education services, will have a transition conference.

Actual Target Data for FFY 2006:

A. 67% (74/111) of children exiting Part C had IFSPs with *transition steps and services*.

Of the 111 IFSPs with transition steps and services reviewed, the following was identified:

- 67% or 74 IFSPs had the required steps and services.
- 33% or 37 IFSPs did not have transition steps and services.

B. 97% (108/111) of *LEAs received a transition notice* if the child was potentially eligible for Part B.

Of the 111 IFSPs reviewed to determine if LEAs received transition notice, the following was identified:

- 97% or 108 IFSPs contained documentation verifying transition notices had been given to LEAs.
- 3% or 3 IFSPs did not contain documentation that verified LEAs were appropriately notified.

C. 76% (84/111) of children potentially eligible for Part B special education services had a *transition conference.*

- Of the 111 IFSPs reviewed to determine if a transition conference occurred, the following was identified:
- 49% or 54 IFSPs contained documentation verifying a transition conference occurred on time.
- 27% or 30 IFSPs contained documentation verifying a transition conference occurred *but were late due to exceptional family circumstances.*
- 24% or 27 IFSPs contained documentation verifying a transition conference occurred but was late for other reasons.

In summary, of the 226 IFSPs reviewed, 111 were reviewed for compliance with Indicator 8 A, B, and C transition requirements. Of the 226 IFSPs reviewed, 115 were not reviewed because either the family did not provide permission to begin transition planning (16 IFSPs) or the child did not yet require transition planning because of his/her age (99 IFSPs).

During FFY 2006, ITEIP conducted onsite data verification and file review to monitor LLA compliance with this transition planning requirement. At the conclusion of each site visit, Local Lead Agency (LLA) administrators

participated in an exit interview that included a review of the data that was gathered. ITEIP staff and LLA administrators were able to compare their current and past performance on this indicator. When noncompliance was identified, the LLA was required to immediately begin implementing improvement activities. The LLA was also informed that a Corrective Action Plan (CAP) would be required and their performance monitored by ITEIP to ensure improvement occurs.

In addition to ITEIP data verification and file review site visits that occurred during FFY 2006, ITEIP also conducted formal program and fiscal audits through its contract with the Department of Social and Health Services (DSHS) Operations Review and Consultation (ORC). Nine (9) LLAs received a formal program and fiscal audit conducted by ORC. ORC reviewed one hundred and thirty-eight (138) IFSPs.

FFY 2006 Identification of Noncompliance and Corrective Action Plans

- *Indicator 8A Transition Steps and Services* - two (2) LLAs had an audit finding of noncompliance;
- *Indicator 8B Transition Notice to Lead Education Agency* - two (2) LLAs had an audit finding of noncompliance; and,
- *Indicator 8C Convening of a Timely Transition Conference* – three (3) LLAs had an audit finding of noncompliance.

LLAs with transition planning audit findings were made aware that the correction of noncompliance identified had to occur as soon as possible or no later than one year from when the finding was reported. If upon review of LLA quarterly data it is determined that inadequate progress has been made, ITEIP will direct the modification of the existing corrective action plan and will monitor LLA data on a monthly basis to ensure improvement occurs as soon as possible.

FFY 2005 Correction of Noncompliance or Enforcement Actions

- *Indicator 8A Transition Steps and Services* - two (2) LLAs had a finding of noncompliance, and corrected the noncompliance within one year; and,
- *Indicator 8C Convening of a Timely Transition Conference* – three (3) LLAs monitored had a finding of noncompliance, and one (1) LLA corrected the identified noncompliance within one year and two (2) LLAs did not correct the noncompliance within one year.

The two (2) LLAs with uncorrected noncompliance implemented an approved Corrective Action Plan (CAP) and received an onsite technical assistance and data verification visit to problem solve issues related to the noncompliance. During the onsite visit, the LLA administrator was provided a copy of the summary report that contained data for this indicator. Based upon the data, the LLA was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for not documenting IFSP transition steps and services.
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation to verify IFSP transition steps and services are being provided for children requiring timely transition planning.

4. ITEIP will review monthly data to determine progress made towards correction and will provide feedback to support correction. The CAP must be revised after 3 months if LLA data does not show progress.
5. ITEIP will do onsite chart review quarterly to assure progress.

FFY 2004 Correction of Noncompliance or Enforcement Actions

- *8A Transition Steps and Services* - one (1) LLA had a finding of noncompliance, and did not correct the noncompliance within one year. The Infant Toddler Early Intervention Program (ITEIP) subsequently directed modifications to the Corrective Action Plan. The noncompliance was corrected in FFY 2006.

- *8C Convening a Transition Conference* - one (1) LLA had a finding of noncompliance, and did not correct noncompliance within one year. The Infant Toddler Early Intervention Program (ITEIP) subsequently directed modifications to the Corrective Action Plan. The noncompliance was corrected in FFY 2006.

Next year's APR will include data on the correction of findings from FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from the FFY 2006 monitoring processes related to IFSP transition planning

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006:

Improvement Activities

ITEIP reinstituted quarterly LLA contractor meetings. These statewide meetings provided a venue to provide information and technical assistance regarding State Performance Plan/Annual Performance Report (SPP/APR) monitoring priorities and ITEIP implementation activities.

In addition, ITEIP continued to conduct formal external program and fiscal audits. The ORC audit guide was revised to ensure it continued to be aligned with current SPP/APR reporting requirements. Auditors also provided details of requirements in all areas of finding and concerns.

ITEIP posted data on its website. Resources were obtained to make upgrades to the ITEIP Data Management System. The upgrades will be made during FFY 2007 and will improve the quality of data needed to report on this indicator. Upgrades will enhance central office desk audit and tracking capacity and allow ongoing monitoring.

ITEIP worked with LLAs, schools, and other stakeholders on improving transition services across settings and programs. ITEIP coordinated early childhood transition activities through ongoing meetings with Early Childhood Coordinators at each of the state's nine (9) Educational Service Districts.

A workshop on IDEA, Part C transition to preschool requirements was given at Washington's 2006 and 2007 Infant and Early Childhood Conferences.

ITEIP staff monitored mediation requests, citizen's complaints and administrative hearings for compliance with timely transition planning requirement. There were no formal complaints or mediation requests filed during this report timeframe.

ITEIP is planning to revise contract language that will increase LLA requirements to report on program improvement activities that focus on meeting compliance with timely transition planning.

Explanation of Progress or Slippage

During each review, ORC auditors and ITEIP staff looked closely at each LLAs transition planning documentation and considered other IDEA related requirements as well.

- *8A. Transition Steps and Services* – Slippage occurred during FFY 2006. When compared to FFY 2005 data for this indicator, 9% fewer toddlers with IFSPs had transition plans with steps and services identified. Even though progress was not made, the IFSP transition steps and services compliance requirement was a focus for technical assistance and training throughout the year. The increased rigor in which the data for this indicator was gathered and verified during FFY 2006 may be a primary reason for the slippage.

- *8B. Transition Notice to Local Education Agency (LEA)* – Progress occurred in meeting this target during FFY 2006. When compared to FFY 2005 data, 2% more LEAs were notified of children potentially transitioning to their districts in FFY 2006. This compliance requirement was more consistently addressed and documented in each child's record.

- *8C.Transition Conference* – Slippage occurred during FFY 2006. When compared to FFY 2005 data, 4% fewer transition conferences occurred in FFY 2006. Even though progress was not made, the IFSP transition conference compliance requirement was a focus for technical assistance and training throughout the year. The increased rigor in which the data for this indicator was gathered and verified during FFY 2006 may be a primary reason for the slippage.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

Justification for Revising Improvement Activities

The SICC, at the October 2007 meeting, had a discussion facilitated by Western Regional Resource Center (WRRC) staff (Anne Lucas and Cesar D'Agord) that resulted in the identification of new transition planning improvement activities. The SPP needs to be revised to include the following:

Improvement Activities	Timelines	Resources
Increase coordination between ITEIP and Washington PAVE (PTI) regarding the development and delivery of transition training.	2007-2010	Washington PAVE SICC Family Leadership Team ITEIP Staff
Update, revise, and expand transition information contained in the ITEIP transition brochure.	2007-2008	SICC and Family Leadership Team ITEIP Staff
ITEIP Data Management System Ad Hoc Report on children having a transition conference six months prior to their three year birthday.	2007-2010	ITEIP Data Manager ITEIP Data Committee ITEIP Staff
Conduct periodic desk audits of IFSP transition planning activities (steps/services, notice to LEAs, and convening conferences).	2007-2008	ITEIP Staff

Hire an Assistant Data Manager to assist with creating compliance reports, ad hoc reports, and organizing materials for desk audits.	2007 - 2008	ITEIP Staff DDD ADSA

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

ITEIP provided ongoing technical assistance to Local Lead Agencies (LLAs), Family Resource Coordinators (FRCs) and service providers throughout FFY 2006 regarding their implementation of IDEA, Part C. SPP/APR compliance and performance target information and expectations were also established. Intensive statewide technical assistance was provided on an individual LLA site visit basis from August through December 2007. ITEIP worked closely with the SICC and SICC Committees on each of the 14 indicators.

Technical Assistance from National Consultants

General Supervision technical assistance was provided by Anne Lucas and Cesar D'Agord from Western Regional Resource Center (WRRC) and the National Early Childhood Technical Assistance Center (NECTAC). Anne and Cesar consulted with ITEIP about Part C General Supervision and Monitoring requirements. They shared a possible timetable and process that will help to guide Washington's efforts to meet its General Supervision and Monitoring responsibilities. They also presented to the State Interagency Coordinating Council (SICC) on local and state determinations emphasizing the importance of meeting the targets set for Indicators 1, 2, 7, and 8a, b, and c as they pertain to the correction of noncompliance.

During FFY 2005, ITEIP conducted formal program and fiscal audits through its contract with the Department of Social and Health Services (DSHS), Operations Review and Consultation (ORC). Five (5) LLAs received a formal program and fiscal audit. Four (4) of the five (5) LLAs audited were required to correct identified noncompliance during FFY 2006. One (1) of the LLAs audited during FFY 2005 was required to correct the identified noncompliance by February 2007 due to the twelve month correction of compliance timeline.

ITEIP's State Performance Plan 2005-2020 can be reviewed by going to http://www1.dshs.wa.gov/word/adsa/iteip/Part%20C%20SPP%202005-2010%20-%20Revised%20%20May%2021%202007.doc

ITEIP's Annual Performance Report for FFY 2005 can be reviewed by going to http://www1.dshs.wa.gov/word/adsa/iteip/Part%20C%20Annual%20Performance%20Report%202005%20-%202006.doc

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 9: General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.

(20 U.S.C. 1416(a)(3)(B) and 1442)

FFY	Measurable and Rigorous Target
2006	**100%** of noncompliance is corrected within one year of identification.

Actual Target Data for FFY 2006:

45.5% of noncompliance was corrected within one year of identification.

INDICATOR C-9 WORKSHEET October 1, 2005 through September 30, 2006				
Indicator	**General Supervision System Components**	**# of Programs Monitored**	**(a) # of Findings of noncompliance identified in FFY 2005 (10/1/05 – 9/30/06)**	**(b) # of Findings from (a) for which correction was verified no later than one year from identification**
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	**Monitoring:** On-Site Audit	5	1	0
	Dispute Resolution (Complaints, due process hearings)	36	0	0
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.	**Monitoring:** On-Site Audit	5	4	3
	Dispute Resolution (Complaints, due process hearings)	36	0	0
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes.	**Monitoring:**			
	Dispute Resolution (Complaints, due process hearings)			
4. Percent of families participating in Part C who report that early intervention services have helped the family.	**Monitoring:**			
	Dispute Resolution (Complaints, due process hearings)	36	0	0
5. Percent of infants and toddlers birth to 1 with IFSPs.	**Monitoring:**			
	Dispute Resolution (Complaints, due process hearings)	36	0	0
6. Percent of infants and toddlers birth to 3 with IFSPs.	**Monitoring:**			
	Dispute Resolution (Complaints, due process hearings)	36	0	0

7. Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45 day timeline.	**Monitoring:** On-Site Audit	5	1	0
	Dispute Resolution (Complaints, due process hearings)	36	0	0
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: *A. IFSPs with transition steps and services.*	**Monitoring:** On-Site Audit	5	2	1
	Dispute Resolution (Complaints, due process hearings)	36	0	0
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: *B. Notification to LEA, if child potentially eligible for Part B.*	**Monitoring:** On-Site Audit	5	0	0
	Dispute Resolution (Complaints, due process hearings)	36	0	0
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: *C. Transition conference, if child potentially eligible for Part B.*	**Monitoring:** On-Site Audit	5	3	1
	Dispute Resolution (Complaints, due process hearings)	36	0	0
The worksheet automatically sums Column a and b			11	5
Percent of noncompliance corrected within one year of identification =				45.5%

FFY 2005 Correction of Noncompliance and Enforcement Actions Summary

1. Indicator 1 – Timely Services

One (1) of five (5) LLAs that were monitored had a finding of noncompliance related to timely services and did not correct the noncompliance within one year. During FFY 2006 the LLA implemented an approved Corrective Action Plan (CAP) and received onsite data verification and technical assistance visit to problem solve issues related to the noncompliance. During the onsite visit, the LLA administrator was provided a copy of the summary report that contained indicator data from both FFY 2005 and FFY 2006. Based upon the data, the LLA was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for lack of timely services.
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on timely services in each child's Initial, Review or Annual IFSP to ITEIP.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart reviews quarterly to assure progress.

Next year's APR will include data on the correction of this finding from FFY 2005. In addition, data will be provided on the correction of any non-compliance resulting from the FFY 2006 monitoring processes related to timely services.

2. Indicator 2 – Services in the Home or Community Settings

One (1) of five (5) LLAs monitored during FFY 2005 had a finding of noncompliance related to services provided in the home and community settings and did not correct compliance within one year. The LLA implemented an approved Corrective Action Plan (CAP). The LAA also received onsite technical assistance through a data verification visit to problem-solve issues related to the noncompliance. At the conclusion of the site visit, the LLA administrator was given a copy of a summary report containing FFY 2005 and FFY 2006 data for this indicator. Based upon the data, the LLA was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for not providing an IFSP justification when services were not provided at home or a community based setting.
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation when an appropriate IFSP justification is required. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
4. ITEIP will do onsite chart review quarterly to assure progress.

Next year's APR will include data on the correction of this finding from FFY 2005. In addition, data will be provided on the correction of any non-compliance resulting from the FFY 2006 monitoring processes related to services provided at home and community settings.

3. Indicator 7 – Evaluation, Assessment, and an Initial IFSP Meeting Conducted Within 45 Days

One (1) of five (5) LLAs monitored during FFY 2005 had a finding of noncompliance related to meeting the 45 day timeline and did not correct the noncompliance within one year. During FFY 2006, this LLA implemented an approved Corrective Action Plan (CAP) and received onsite technical assistance to problem-solve issues related to the noncompliance. During the onsite visit, the LLA administrator was given a copy of the summary report that contained FFY 2005 and FFY 2006 data for this indicator. Based upon the data, the LLA was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for not providing timely evaluations, assessments, and initial IFSP meetings
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on the provision of timely evaluations, assessments, and IFSP meetings conducted within the 45 day timeline.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart review quarterly to assure progress.

Next year's APR will include data on the correction of this finding from FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from the FFY 2006 monitoring processes related to meeting the 45 day timeline.

4. Indicator 8 A – Transition Planning, Steps and Services

One (1) of five (5) LLAs monitored during FFY 2005 had a finding of noncompliance related to transition steps and services and did not correct the noncompliance within one year. During FFY 2006, the LLA implemented an approved Corrective Action Plan (CAP) and received an onsite technical assistance via a data verification visit to problem-solve issues related to the noncompliance. During the site visit, the LLA administrator was provided a copy of the summary report that contained FFY 2005 and FFY 2006 data for this indicator. Based upon the data, the LLA was required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for IFSPs not having transition planning steps and services.
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on IFSP transition steps and services for children requiring transition planning.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart review quarterly to assure progress.

Next year's APR will include data on the correction of this finding from FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from the FFY 2006 monitoring process related to transition steps and services.

5. Indicator 8 C – Transition Planning, Conference Convened, If Child Potentially Eligible for Part B.

Two (2) of five (5) LLAs monitored during FFY 2005 had a finding of noncompliance related to convening a timely transition meeting and did not correct the noncompliance within one year. During FFY 2006, both LLAs

implemented an approved Corrective Action Plan (CAP) and received an onsite technical assistance and data verification visit to problem solve issues related to the identified noncompliance. During the onsite visits, each LLA administrator was given a copy of the summary report that contained FFY 2005 and FFY 2006 data for this indicator. Based upon the data, both LLAs were required to propose and immediately begin implementing improvement activities.

The LLA will also be required to take the following actions:

1. Analyze the reasons for not convening a transition conference.
2. Develop a Corrective Action Plan (CAP) specific to the reasons identified and submit it to ITEIP for approval. The plan must include timelines, and if necessary, the plan must also identify the technical assistance needed to support their correction.
3. Provide monthly documentation on the transition conferences that have been convened for children requiring transition planning.
4. ITEIP will review monthly data to determine progress made towards correction and provide feedback to support correction. The CAP must be revised after three months if data does not show progress.
5. ITEIP will do onsite chart review quarterly to assure progress.

Next year's APR will include data on the correction of this finding from FFY 2005. In addition, data will be provided on the correction of any noncompliance resulting from the FFY 2006 monitoring processes related to convening a timely transition conference.

Improvement Activities Completed

- *Electronic ITEIP Data Management System*

All LLAs entered IFSP data on each eligible child into the electronic ITEIP Data Management System. The required use and IFSP data entry into the ITEIP Data Management System has resulted in LLAs' improved quality of IFSPs. ITEIP staff used the Data Management System to complete desk audits of IFSPs within identified geographic service areas. In addition, on-site technical assistance and monitoring visits were completed throughout the year. When issues or concerns were identified, ITEIP staff provided information and on-site technical assistance. ITEIP staff also monitored LLA data on a monthly and/or quarterly basis. ITEIP staff also reviewed the following LLA data reports on a regular basis:

- Number of referrals made during the month
- Number of evaluations to determine eligibility
- Number determined Eligible during the month
- IFSPs completed during the month
- Number of new/initial IFSPs completed during month
- Number of active IFSPs on last day of month
- Total number of children served within the month
- Number of children transitioned within the month

All 618 data required by the Federal Office of Special Education (OSEP) was obtained via the ITEIP Data Management System. ITEIP made this data and other data available to LLAs throughout the year in a variety of formats. The ITEIP Data Manager also produced many ad hoc reports as requested by LLAs and/or ITEIP staff. The ITEIP Data Manager also delivered training to numerous LLAs on the Data Management System and the use of the system's administrative reports.

- *Operations Review and Consultation Program and Fiscal Audits*

ITEIP contracted with DSHS Operations, Review, and Consultation for formal program and fiscal audits. Formal program and fiscal audits identified LLAs requiring correction of noncompliance or improved results. LLA corrective action plans were developed and implemented in a timely manner. ITEIP's increased communication and coordination with ORC resulted in more LLAs being audited within the past audit cycle.

- *Development of a General Supervision and Monitoring Plan*

A general supervision and monitoring plan for Washington State activities was developed with the technical assistance by the Western Regional Resource Center (WRRC) and based on the work by the National Early Childhood Technical Assistance Center (NECTAC). The monitoring process and timetable described in the plan will provide a framework for enhancing the state's current processes for gathering and analyzing data, monitoring LLA compliance and performance, and for providing technical assistance.

The LLAs who have not demonstrated timely correction in one year will become a major focus for ITEIP technical assistance and will form a new program component starting in FFY 2007. Activities that will be incorporated include:

  - tracking CAP progress data quarterly;
  - working with LLAs to modify CAPs if progress is not being made according to evidence of changed expectations;
  - providing targeted technical assistance; and,
  - imposing sanctions with determinations as necessary.

- ITEIP and WRRC provided formal training and technical assistance in October 2007 to the SICC relating to indicators, the determination process, and their involvement as advisors and stakeholders.

- SICC Committees used indicator data to drive their activities and improvement planning. This is a purposeful shifting of focus that extends through all SICC Committees rather than just the Data Committee.

- ITEIP continued to take data reports to DDD Director and Regional Administrators meetings. These reports were used to expand their understanding of the program and to gain their assistance in supporting LLA improvement activities that occurred within their regions.

- ITEIP established an Assistant Data Manager position and obtained approval to recruit and hire for this position. This position will assist the program by providing more ad hoc reports that will contribute to more in-depth data analysis by ITEIP and LLAs.

- Temporary staff was hired by ITEIP to assist with site visit data collection and data analysis. We were fortunate to have the retired Assistant Program Director of ITEIP available to step into this temporary position so that training and orientation was minimized and work output occurred immediately and efficiently.

Revisions (With Justification) to Proposed Targets/Improvement Activities /Timelines /Resources for FFY 2006:

Justification for Revising Improvement Activities

The following additional activities are needed to enhance ITEIP's capacity to meet its general supervision responsibilities:

Improvement Activities	Timelines	Resources
The ITEIP Data Management System will be enhanced so that data entry errors and omissions are minimized.	2007-2010	ITEIP Data Manager
ITEIP will provide training for Local Lead Agency administrators in doing periodic random sample review of COSFs for quality and completeness.	2007-2010	ITEIP Staff
ITEIP will analyze data reports that include data aggregated by Local Lead Agencies and Division of Developmental Disabilities Regions to identify possible data inconsistencies or problems and to potentially identify statewide and targeted technical assistance needs.	2007-2010	SICC and Data Committee ITEIP Staff
Provide COSF training updates at quarterly Local Lead Agency Regional Meetings.	2007-2010	ITEIP Staff
Review data to determine if sufficient progress is being made by LLAs towards achieving identified goals and or performance targets, including timely correction of noncompliance. Provide LLA training and technical assistance as needed to improve outcomes.	2009-2010	ITEIP Staff LLAs Service Providers
Provide intervention and direction for any LLAs not correcting noncompliance or improving performance within one year by requiring submission of data monthly, developing new or revising existing CAPS , requiring technical assistance, providing more frequent data collection/verification onsite visits, etc. Provide relevant provider training; document and report local improvement activities and efforts.	2008 - 2010	ITEIP Staff LLAs

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 2007

Overview of the Annual Performance Report Development:

Washington State's Infant Toddler Early Intervention Program had no written complaints during FFY 2006.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 10: Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement: Percent = [(1.1(b) + 1.1(c)) divided by 1.1] times 100.

FFY	Measurable and Rigorous Target
2006	**100%** of signed written complaints with reports issued were resolved within the 60 day timeline or timeline extended for exceptional circumstances with respect to a particular complaint.

Actual Target Data for FFY 2006: NA

Washington State's Infant Toddler Early Intervention Program had no written complaints during FFY 2006.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage

The Infant Toddler Early Intervention Program (ITEIP) Data Management System prompted Family Resources Coordinators (FRCs) each time during the Individualized Family Service Plan (IFSP) process families were to receive an explanation of their rights and procedural safeguards. The Data Management System's procedural safeguards prompt reminded FRCs to review with parents their right to the following: an evaluation and assessment for their child; to agree to or refuse evaluations, assessments, and services; confidentiality of personal and identifiable information; review and correct records; have an IFSP based on the family's concerns, priorities and resources; and be invited and participate in meetings concerning the placement of their child in early intervention services assessments or changes in those services. All the information contained within the ITEIP Data Management system concerning an individual child was accessible to each child's family at any time through their FRC.

Information on how to file a written citizen's complaint continued to be posted on the ITEIP website. This information was also available in a hard copy format through the family's FRC. ITEIP continued to increase

coordination with Washington PAVE (Washington State's Parent Training and Information Center) as they provided training and disseminated information about IDEA procedural safeguards and about a parent's right to file a citizen's complaint. Parent rights and procedural safeguards information and information about a parent's right to file a citizen complaint could be accessed by going to the following PDF documents provided six different languages:

Parent Rights Brochure
The Parent Rights Brochure is a document developed in 1995, and amended in 1998, *to provide parents with an overview of their rights and procedural safeguards under IDEA, Part C*. The brochure is available through the local public awareness contact and is handed out as a summary when FRCs and service providers verbally explain parent rights to a parent/family in Washington State. These materials are available in PDF format * in English, Cambodian, Chinese, Korean, Lao, Russian, Vietnamese.

Citizen's Complaint Brochure
The Citizen's Complaint Brochure outlines the steps to file a complaint with Infant Toddler Early Intervention Program (ITEIP). Any person or organization can file a complaint if they feel an agency or early intervention service provider is violating a requirement, policy or procedure of the state's Part C program. These materials are available in PDF format * in English, Spanish, Cambodian, Chinese, Korean, Lao, Russian, Vietnamese.

A Family's Guide to Early Intervention in Washington State
A Family's Guide to Early Intervention in Washington State is a booklet developed in 1995, and amended in 1998, to provide parents and families with *a more in-depth description of early intervention services and their rights under IDEA, Part C.* These materials are available in PDF format * in English, Cambodian, Chinese, Korean, Lao, Russian, Spanish, Vietnamese.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

ITEIP will review and revise all parents' rights and procedural safeguards materials after the new Part C Regulations are finalized.

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 2007

Overview of the Annual Performance Report Development:

Washington State's Infant Toddler Early Intervention Program had no request for due process hearings during FFY 2006.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 11: Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement: Percent = [(3.2(a) + 3.2(b)) divided by 3.2] times 100.

FFY	Measurable and Rigorous Target
2006	**100%** of fully adjudicated due process hearing request were fully adjudicated within the applicable timeline.

Actual Target Data for FFY 2006: NA

Washington State's Infant Toddler Early Intervention Program had no requests for due process hearings during FFY 2006.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage

The Infant Toddler Early Intervention Program (ITEIP) Data Management System prompted Family Resources Coordinators (FRCs) each time during the Individualized Family Service Plan (IFSP) process families were to receive an explanation of their rights and procedural safeguards. The Data Management System's procedural safeguards prompt reminded FRCs to review with parents their right to the following: an evaluation and assessment for their child; to agree to or refuse evaluations, assessments, and services; confidentiality of personal and identifiable information; review and correct records; have an IFSP based on the family's concerns, priorities and resources; and be invited and participate in meetings concerning the placement of their child in early intervention services assessments or changes in those services. All the information contained within the ITEIP Data Management system concerning an individual child was accessible to each child's family at any time through their FRC.

Information on how to file a due process administrative hearing request continued to be posted on the ITEIP website. This information was also available in a hard copy format through the family's FRC. ITEIP continued to increase coordination with Washington PAVE (Washington State's Parent Training and

Information Center) as they provided training and disseminated information about IDEA procedural safeguards and about a parent's right to a due process administrative hearing. Parent rights and procedural safeguards information and information about a parent's right to request a due process administrative hearing could be accessed by going to the following PDF documents provided six different languages:

Parent Rights Brochure
The Parent Rights Brochure is a document developed in 1995, and amended in 1998, to provide parents with an overview of their rights and procedural safeguards under IDEA, Part C. The brochure is available through the local public awareness contact and is handed out as a summary when FRCs and service providers verbally explain parent rights to a parent/family in Washington State. These materials are available in PDF format * in English, Cambodian, Chinese, Korean, Lao, Russian, Vietnamese.

Citizen's Complaint Brochure (includes information about due process administrative hearings)
The Citizen's Complaint Brochure outlines the steps to file a complaint with Infant Toddler Early Intervention Program (ITEIP. Any person or organization can file a complaint if they feel an agency or early intervention service provider is violating a requirement, policy or procedure of the state's Part C program. These materials are available in PDF format * in English Spanish, Cambodian, Chinese, Korean, Lao, Russian, Vietnamese.

A Family's Guide to Early Intervention in Washington State
A Family's Guide to Early Intervention in Washington State is a booklet developed in 1995, and amended in 1998, to *provide parents and families with a more in-depth description of early intervention services and their rights under IDEA, Part C.* These materials are available in PDF format * in English, Cambodian, Chinese, Korean, Lao, Russian, Spanish, Vietnamese.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources

ITEIP will review and revise all parents' rights and procedural safeguards materials after the new Part C Regulations are finalized.

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

Washington State's Infant Toddler Early Intervention Program *has not* adopted Part B due process procedures.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 12: Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement: Percent = (3.1(a) divided by 3.1) times 100.

FFY	Measurable and Rigorous Target
2006	**100%** Percent of hearing requests that went to resolution sessions were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

Actual Target Data for FFY 2006: **NA**

Washington State's Infant Toddler Early Intervention Program has not adopted Part B due process and procedures.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources

Part C State Annual Performance Report (APR) for October 1, 2005 through September 30, 2006

Overview of the Annual Performance Report Development:

Washington State's Infant Toddler Early Intervention Program had no requests for mediation services during FFY 2006.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 13: Percent of mediations held that resulted in mediation agreements.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement: Percent = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

FFY	Measurable and Rigorous Target
2005	**100%** Percent of mediations held resulted in mediation agreements.

Actual Target Data for FFY 2006: NA

Washington State's Infant Toddler Early Intervention Program had no requests for mediation services during FFY 2006.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage

The Infant Toddler Early Intervention Program (ITEIP) Data Management System prompted Family Resources Coordinators (FRCs) each time during the Individualized Family Service Plan (IFSP) process families were to receive an explanation of their rights and procedural safeguards. The Data Management System's procedural safeguards prompt reminded FRCs to review with parents their right to the following: an evaluation and assessment for their child; to agree to or refuse evaluations, assessments, and services; confidentiality of personal and identifiable information; review and correct records; have an IFSP based on the family's concerns, priorities and resources; and be invited and participate in meetings concerning the placement of their child in early intervention services assessments or changes in those services. All the information contained within the ITEIP Data Management system concerning an individual child was accessible to each child's family at any time through their FRC.

Information on how to request mediation services continued to be posted on the ITEIP website. This information was also available in a hard copy format through the family's FRC. ITEIP continued to increase coordination with Washington PAVE (Washington Parent Training and Information Center) as they provided training and disseminated information about IDEA Part C procedural safeguards and about a parent's right to

request mediation services. Parent rights and procedural safeguards information and information about a parent's right to request mediation services could be accessed by going to the following PDF documents provided six different languages:

Mediation Brochure
The Mediation Brochure explains who, what, where, when and why of the process of mediation services available in the state. When parents and providers of early intervention services disagree about any matter relating to the identification, evaluation, or provision of services for an infant or toddler (birth to three), mediation is offered as an option for families under IDEA, Part C. These materials are available in PDF format * in English, Spanish, Cambodian, Chinese, Korean, Lao, Russian, Vietnamese.

Parent Rights Brochure
The Parent Rights Brochure is a document developed in 1995, and amended in 1998, to provide parents with an overview of their rights and procedural safeguards under IDEA, Part C. The brochure is available through the local public awareness contact and is handed out as a summary when FRCs and service providers verbally explain parent rights to a parent/family in Washington State. These materials are available in PDF format * in English, Cambodian, Chinese, Korean, Lao, Russian, Vietnamese.

A Family's Guide to Early Intervention in Washington State
A Family's Guide to Early Intervention in Washington State is a booklet developed in 1995, and amended in 1998, to provide parents and families with a more in-depth description of early intervention services and their rights under IDEA, Part C. These materials are available in PDF format * in English, Cambodian, Chinese, Korean, Lao, Russian, Spanish, Vietnamese.

Revisions (With Justification) to Proposed Targets / Improvement Activities/ Timelines/ Resources for FFY 2006:

ITEIP will review and revise all parents' rights and procedural safeguards materials after the new Part C Regulations are finalized.

Part C State Annual Performance Report (APR) for FFY 2006
October 1, 2006 through September 30, 2007

Overview of the Annual Performance Report Development:

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Federal Measurement: State reported data, including 618 data, State performance plan, and annual performance reports, are:

a. Submitted on or before due dates (February 1 for child count, including race and ethnicity, settings and November 1 for exiting, personnel, dispute resolution); and
b. Accurate (describe mechanisms for ensuring error free, consistent, valid and reliable data and evidence that these standards are met).

FFY	Measurable and Rigorous Target
2006	**100%** of state reported data (618, SPP, and APR data) are timely and accurate.

Actual Target Data for FFY 2006:

100% of state reported 618, SPP and APR data was accurate and submitted in a timely manner.

ITEIP submitted SPP/APR and 618 data electronically to Westat and OSEP. ITEIP always retained a copy of the email cover memo that was attached to any data report submitted to Westat or OSEP. The cover memo always contained the day and time the data was sent.

ITEIP assured SPP/APR and 618 data was accurate by ensuring the following occurred:

- The family and child information and other data required to generate each Individualized Family Service Plan (IFSP) was collected on the ITEIP Data Management System. Families were given IFSPs that were printed by FRCs directly from the ITEIP Data Management System.

- ITEIP reviewed and revised its Data Management System business rules throughout the year to ensure the system gathered data that was accurate, valid and reliable. ITEIP was able to run system generated reports that provided a cross check to ensure data accuracy.

- ITEIP conducted data verification site visits to all LLAs. This was done to verify the accuracy of data entered into the ITEIP Data Management System by reviewing source documents, analyzing and checking calculations, and comparing data obtained from the system with data found in the child's record.

- ITEIP developed the capacity to verify the data in the ITEIP Data Management System by creating ad hoc reports. For example, ITEIP was able to run a variety of reports such as a report of children receiving services on a specified date. As the Data Management System generated a specific report (i.e., number of children receiving services on a given date), an ad-hoc report would be created that would be compared with against the database, which produces the counts as well. We compared the ad hoc reports with the Data Management System generated results to make sure our data was accurate.

- Data was published monthly on the website and reviewed by ITEIP staff, Local Lead Agencies (LLAs) and other users to do analysis on a year-to-year, quarterly, or monthly basis. Regarding monthly data, differences of 10% or more were reviewed for accuracy.

- ITEIP provided data training, on-going technical assistance, guidance and support during FFY 2006 that included:

    a) Basic Data Management System Training - This training described how to fill-in the data system screens and was intended for new users of the data system.
    b) Data Management System Enhancement Training - This training described changes to the Data Management System that required retraining of current users of the system.
    c) Administration Training – This training was for LLA administrator(s) and service provider managers on how to use the administrative functions of the system.
    d) Training CD – was available and updated when changes were made to the ITEIP Data Management System. A web-based Data Management System training is being developed.
    e) All trainings included a review of the written procedures for collecting, reviewing, and reporting data and were regularly updated.

- A monthly Data Management System newsletter was published and posted on the ITEIP website.

- The Data Management System offered links to "Frequently Asked Questions" that included both system and program questions and answers.

- ITEIP sought the input from the State Interagency Coordinating Council (SICC), SICC Data Committee, and the Data User/Advisory Group as data system policies and procedures were developed and implemented.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred During FFY 2005:

Improvement Activities Completed

ITEIP's FFY 2005 APR submitted in February 2007 did not contain the data needed for Indicator 9 as defined by OSEP in the 2006 APR Measurement Table. The error was corrected and accurate Indicator 9 data is being submitted in this APR.

ITEIP continued to enhance the Data Management System by adding administrative reports and function updates, as needed to address established objectives in the federal SPP and APR.

ITEIP completed full implementation of the Data Management System. All LLAs are required to use the system to generate the statewide approved IFSP.

The Data Management System administrative and ad hoc reports are in use at state and local levels. ITEIP continued to analyze, require corrections, and refine administrative reports generated by the system.

ITEIP LLA monthly data reports were current within 30-days.

ITEIP's system for monitoring and correcting noncompliance continued to be revised and updated as needed.

Statewide and LLA data was posted on the ITEIP website.

The SICC reviewed quarterly the SPP data.

Revisions (With Justification) to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

No change to improvement activities.

Scoring Rubric (8/3/07)

Part C - Indicator #14

APR Data				
APR Indicator	**Valid and Reliable Data**	**Correct Calculation**	**Followed Instructions**	**Total**
1	Yes-used excel program to input and enter site visit data	Yes-used excel program to reconcile and calculate measurement table data	Yes-followed measurement table directions	
2	Yes- used ITEIP DMS generated reports	Yes- used ITEIP DMS generated reports	Yes-followed measurement table directions.	
3	Yes- used the ECO COSF	Yes- used ITEIP DMS generated reports	Yes-followed measurement table directions	
4	Yes- used the ECO Family Survey	Yes- used ITEIP DMS generated reports	Yes-followed measurement table directions	
5	Yes- used ITEIP DMS generated reports	Yes- used ITEIP DMS generated reports	Yes-followed measurement table directions	
6	Yes- used ITEIP DMS generated reports	Yes- used ITEIP DMS generated reports	Yes-followed measurement table directions	
7	Yes-used excel program to input and enter site visit data	Yes-used excel program to reconcile and calculate measurement table data	Yes-followed measurement table directions	
8A	Yes-used excel program to input and enter site visit data	Yes-used excel program to reconcile and calculate measurement table data	Yes-followed measurement table directions	
8B	Yes-used excel program to input and enter site visit data	Yes-used excel program to reconcile and calculate measurement table data	Yes-followed measurement table directions	
8C	Yes-used excel program to input and reconcile site visit data	Yes-used excel program to reconcile and calculate measurement table	Yes-followed measurement table directions	

		data		
9	Yes-restructured audit finding data gathering methodology	Yes-used C-9 Indicator Worksheet	Yes-followed measurement table directions	
10	Yes	Yes	Yes	
11	Yes	Yes	Yes	
12	Yes	Yes	Yes	
13	Yes	Yes	Yes	
			Subtotal	
APR Score Calculation		**Timely Submission Points** - If the FFY 2006 APR was submitted on-time, place the number 5 in the cell on the right.		
		Grand Total (Sum of subtotal and Timely Submission Points) =		

618 State-Reported Data					
Table	**Timely**	**Complete Data**	**Passed Edit Check**	**Responded to Data Note Requests**	**Total**
Table 1 - Child Count **Due Date: 2/1/07**	Yes-submitted on 1/31/07 at 11:56 AM	Yes	Yes	Yes	
Table 2 - Program Settings **Due Date: 2/1/07**	Yes-submitted on 1/31/07 at 11:56 AM	Yes	Yes	Yes	
Table 3 - Exiting **Due Date: 11/1/07**	Yes-submitted on 10/30/07 at 1:13 PM	Yes	Yes	Yes	
Table 4 - Dispute Resolution **Due Date: 11/1/07**	Yes-submitted on 10/30/07 at 4:13 PM	Yes	Yes	Yes	
				Subtotal	

Indicator #14 Calculation	
A. APR Grand Total =	
B. 618 Grand Total =	
C. APR Grand Total (A) + 618 Grand Total (B) =	
D. Subtotal (C divided by 98) * =	
E. Indicator Score (Subtotal (D) x 100) =	

* **Note:** Any cells marked with N/A will decrease the denominator by 1 for APR and 3 for 618 data.

ATTACHMENT 1
Individualized Family Service Plan (IFSP) Selection Methodology
For Data Collection and Verification
August through December 2007

The Washington State Department of Social and Health Service (DSHS), Infant Toddler Early Intervention Program (ITEIP) completed a statewide random sample of Individualized Family Service Plans (IFSPs) to gather or verify data for Indicators 1, 2, 7, and 8.

The simple random sample methodology used was done by:

- Compiling a list of all children with IFSPs on December 1, 2006 from the ITEIP Data Management System.
- Sorting the list of all children by Local Lead Agency (LLA).
- Using a random number generator to generate an identifying number for each child on each list.
- Sorting each LLA child list from lowest to highest generated number.
- Using 5% of total number of children on each list, calculated how many to include for each LLA sample.
- Selecting the children by starting at the lowest generated number, by random number generator, and selecting the next lowest number until the number to be sampled, 5% (219 of 4,248), was reached.

- To further define the sample ITEIP reviewed:
  - Children's race/ethnicity, age, gender, and geographic service area to assure representation of the LLA.
  - To assure that at least one child had transitioned out of service at age three.
  - If the sample was not representative of the LLA, we ran the random number generator again.

- The sample represented 226 children and their families with IFSPs in 34 of 37 LLAs. We did not include three (3) of 36 LLAs because they did not have any infants or toddlers with an IFSP on December 1, 2006. The IFSPs were printed directly from the Infant Toddler Programs Data Management System. Program staff conducted a site visit to review files for the purpose of collecting and verifying data. Staff also provided technical assistance during the site visits. LLAs were notified that site visits would be conducted in August through December of 2007. (See each Indicator for the data collected during the site visits.)

ATTACHMENT 2
Natural Environment/Early Intervention Retreat
Afternoon Work Groups

FOLLOW UP ISSUE	COMMITTEE ASSIGNMENT
1. Advocacy Training and Family Role in Decision Making	Family Leadership Team and makes recommendations to Personnel and Training for FRC Training
2. How can we share information about and training on Evidence Based Practice in Early Learning?	Personnel and Training Committee
3. Improve mental health for children 0-6 years of age	Services Committee
4. Not all Counties have resources to deliver services (rural areas-lack of qualified personnel)	Services Committee (minus funding) Public Policy (takes on funding issues)
5. How can we minimize transition issues?	Family Leadership Team (family transition) & Services Committee (collaboration part)
6. What are other interpretations of NE and how are other programs implementing this in their communities?	Public Policy Committee
7. Culturally and linguistically responsive services to diverse families.	Services Committee – Identify issues and forward to other committees as appropriate
8. How to build an effective, equitable and coordinated funding system statewide	Funding Committee
9. Flexibility and Service Delivery	Data Committee – current definitions of NE need to be added & how data is added. Public Policy – rest of issues.
10. Assure licensed facilities will not exclude or expel early intervention children	Services Committee in consultation with Early Learning and ITEIP
11. Who has the resources and knowledge to lift the home health agency requirement for Birth – 3?	ITEIP, Health Recovery and Services Admin (HRSA) and Department of Health Licensing Staff
12. What resources can we coordinate with to provide funds for consultation/training within each provider around NE?	Personnel and Training Committee
13. Not all Counties have all staff and resources needed	See Issue #4
14. Connections for networking for parent support and resource coordination.	Family Leadership Committee

To ensure continued collaboration with our statewide community, each SICC Chair (as listed above) will invite the contact person and others involved from each discussion group to participate in future deliberations and recommendations.

ATTACHMENT 3
Infant Toddler Early Intervention Program (ITEIP)
PARENT/FAMILY OUTCOMES SURVEY

Washington State Department of Social & Health Services
Infant Toddler Early Intervention Program (ITEIP)

This survey is voluntary and confidential

The Family Outcomes Survey is designed to provide a way for you to describe your family and the ways you support your child's needs.

Instructions:

- This survey should be filled out by the person in your family who has the most interaction with early intervention.
- All of the responses include the word "we" or "our." This refers to your family. Usually this means parents and others who support and care for your child. But every family is different, so think of what "family" means to you when answering.
- On every page, you will be asked to answer questions like the example below:

How much does your family know about dinosaurs?

1	2	3	4	5	6	7
We know a **little** about dinosaurs		We know **some** about dinosaurs		We know **a good amount** about dinosaurs		We know **a great deal** about dinosaurs

- Read each question and circle the number that best describes your family right now.
- If a statement almost describes your family, but not quite, circle the number just to the left or the right. For example if you feel that the statement 5 "We know **a good amount** about dinosaurs" almost describes your family, but not quite—circle the 4.

  If you do not know how to answer a question, or if you are not comfortable answering the question, skip it and go to the next question.

This survey was developed by the Early Childhood Outcomes Center with support from the Office of Special Education Programs, U.S. Department of Education. Survey was adapted by the Washington Infant Toddler Early Intervention Program. Current version as of May 8, 2007.

KNOWING YOUR RIGHTS AND ADVOCATING FOR YOUR CHILD

4. *A variety of programs and services may be available to help your child and family. How much does your family know about the programs and services that are available?*

1	2	3	4	5	6	7
We are **just beginning** to learn about the programs and services that are available		We know **some** about the programs and services that are available		We know **a good amount** about the programs and services that are available		We know **a great deal** about the programs and services that are available

5. *Families often meet with early intervention professionals to plan services or activities. How comfortable is your family participating in these meetings?*

1	2	3	4	5	6	7
We are **just beginning** to feel comfortable participating in meetings		We are **somewhat** comfortable participating in meetings		We are **generally** comfortable participating in meetings		We are **very** comfortable participating in meetings

6. *Families of children with special needs have rights, including what to do if you are not satisfied. How familiar is your family with your rights?*

1	2	3	4	5	6	7
We are **just beginning** to understand our rights		We understand **some** about our rights		We understand **a good amount** about our rights		We understand **a great deal** about our rights

ATTACHMENT 3

Parent/Family Outcomes Survey

HAVING SUPPORT SYSTEMS

10. Many people feel that talking with another person helps them deal with problems or celebrate when good things happen. How often does your family have someone your family trusts to listen and talk with when they need it?

1	2	3	4	5	6	7
We **seldom** have someone to talk with about things when we need it		We **sometimes** have someone to talk with about things when we need it		We **usually** have someone to talk with about things when we need it		We **almost always** have someone to talk with about things when we need it

11. Families sometimes must rely on other people for help when they need it, for example to provide a ride, run an errand, or watch their child for a short period of time. How often does your family have someone you can rely on for help when your family needs it?

1	2	3	4	5	6	7
We **seldom** have someone we can rely on for help when we need it		We **sometimes** have someone we can rely on for help when we need it		We **usually** have someone we can rely on for help when we need it		We **almost always** have someone we can rely on for help when we need it

12. Most families have things they enjoy doing. How often is your family able to do the things your family enjoys?

1	2	3	4	5	6	7
We **seldom** are able to do the things we enjoy		We **sometimes** are able to do the things we enjoy		We **usually** are able to do the things we enjoy		We **almost always** are able to do the things we enjoy

ATTACHMENT 3
Parent/Family Outcomes Survey

THE HELPFULNESS OF EARLY INTERVENTION

The next questions ask how well early intervention has helped your family. When answering, think about the early intervention services you have received.

16. To what extent has early intervention helped your family know and understand your rights?

1	2	3	4	5	6	7
Early intervention has done a **poor** job of helping us know our rights		Early intervention has done a **fair** job of helping us know our rights		Early intervention has done a **good** job of helping us know our rights		Early intervention has done an **excellent** job of helping us know our rights

17. To what extent has early intervention helped your family effectively communicate your child's needs?

1	2	3	4	5	6	7
Early intervention has done a **poor** job of helping us communicate our child's needs		Early intervention has done a **fair** job of helping us communicate our child's needs		Early intervention has done a **good** job of helping us communicate our child's needs		Early intervention has done an **excellent** job of helping us communicate our child's needs

18. To what extent has early intervention helped your family be able to help your child develop and learn?

1	2	3	4	5	6	7
Early intervention has done a **poor** job of helping us help our child develop and learn		Early intervention has done a **fair** job of helping us help our child develop and learn		Early intervention has done a **good** job of helping us help our child develop and learn		Early intervention has done an **excellent** job of helping us help our child develop and learn

ATTACHMENT 3

Parent/Family Outcomes Survey

Encuesta de Resultados de la Familia

Versión parte C

Washington State Department of Social & Health Services
Infant Toddler Early Intervention Program (ITEIP)

La Encuesta de Resultados de la Familia está diseñada para brindarle a usted una forma de describir a su familia y las formas en que apoya las necesidades de su hijo.

Instrucciones:

- La persona en la familia que tiene la mayor interacción con los servicios de intervención temprana debe llenar esta encuesta.
- Todas las respuestas incluyen la palabra "nosotros" o "nuestro". Esto se refiere a su familia. Por lo general esto significa los padres y otras personas que apoyan y atienden a su hijo. Pero todas las familias son diferentes, así que piense lo que la palabra "familia" significa para usted cuando conteste la encuesta.
- En todas las páginas, se le pedirá que conteste preguntas como el ejemplo a continuación:

¿Cuánto sabe su familia sobre los dinosaurios?

1	2	3	4	5	6	7
Sabemos **poco** sobre los dinosaurios		Sabemos **algo** sobre los dinosaurios		Sabemos **bastante** sobre los dinosaurios		Sabemos **mucho** sobre los dinosaurios

- Lea cada pregunta y llene el círculo del número que mejor describe a su familia en este momento.
- Si la frase casi describe a su familia, pero no completamente, llene el círculo del número a la izquierda o a la derecha. Por ejemplo, si usted cree que la frase cinco "Sabemos **bastante** sobre los dinosaurios" casi describe a su familia, pero no completamente, llene el círculo del número cuatro.

  Si no sabe como contestar una pregunta, o si no se siente cómodo contestándola, no la conteste y siga con la siguiente pregunta.

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ATTACHMENT 3
Parent/Family Outcomes Survey

Part C State Annual Performance Report for FFU 2006
(OMB NO: 1820-0578 / Expiration Date: 12/31/2009)
[Use this document for the February 1, 2008 Submission]

Encuesta de Resultados de la Familia

ENTENDIMIENTO DE LAS CUALIDADES, LAS HABILIDADES Y NECESIDADES ESPECIALES DE SU HIJO

2. *Su hijo está creciendo y aprendiendo. ¿Cuánto entiende su familia sobre el desarrollo de su hijo?*

1	2	3	4	5	6	7
Estamos **empezando** a entender el desarrollo de nuestro hijo		Tenemos un entendimiento **básico** del desarrollo de nuestro hijo		Tenemos un **buen entendimiento** del desarrollo de nuestro hijo		Entendemos **muy bien** el desarrollo de nuestro hijo

2. *Algunos niños tienen necesidades médicas especiales, alguna discapacidad o retraso en el desarrollo. Estas a menudo se conocen como "necesidades especiales". ¿Qué tan familiarizada está su familia con las necesidades especiales de su hijo?*

1	2	3	4	5	6	7
Estamos empezando a entender las necesidades especiales de nuestro hijo		Tenemos un entendimiento **básico** de las necesidades especiales de nuestro hijo		Tenemos **un buen** entendimiento de las necesidades especiales de nuestro hijo		Entendemos **muy bien** las necesidades especiales de nuestro hijo

3. *Los profesionales que trabajan con usted y su hijo quieren saber si las cosas que ellos hacen están funcionando. ¿Con qué frecuencia puede su familia notar si su hijo está progresando?*

1	2	3	4	5	6	7
Casi nunca podemos notar si nuestro hijo está progresando		**A veces** podemos notar si nuestro hijo está progresando		**Generalmente** podemos notar si nuestro hijo está progresando		**Casi siempre** podemos notar si nuestro hijo está progresando

Washington State Department of Social & Health Services
Infant Toddler Early Intervention Program (ITEIP)

ATTACHMENT 3
Parent/Family Outcomes Survey

CONOCIMIENTO DE SUS DERECHOS Y DEFENSA DE SU HIJO

4. *Es posible que haya varios programas y servicios para ayudar a su hijo y a su familia. ¿Cuánto sabe su familia sobre los programas y servicios que están disponibles?*

1	2	3	4	5	6	7
Estamos empezando a aprender acerca de los programas y servicios disponibles		Tenemos conocimientos **básicos** de los programas y servicios que están disponibles		Tenemos un **buen** conocimiento de los programas y servicios que están disponibles		Conocemos **muy bien** los programas y servicios que están disponibles

5. *Las familias con frecuencia se reúnen con profesionales de intervención temprana para planear servicios o actividades. ¿Qué tan cómoda se siente la familia al participar en estas reuniones?*

1	2	3	4	5	6	7
Estamos **empezando** a sentirnos a gusto al participar en las reuniones		Nos sentimos **un poco** a gusto al participar en las reuniones		Nos sentimos **generalmente** a gusto al participar en las reuniones		Nos sentimos **muy** a gusto al participar en las reuniones

6. *Las familias de niños con necesidades especiales tienen derechos, como qué hacer si no están satisfechas con los servicios recibidos. ¿Qué tan bien conoce la familia sus derechos?*

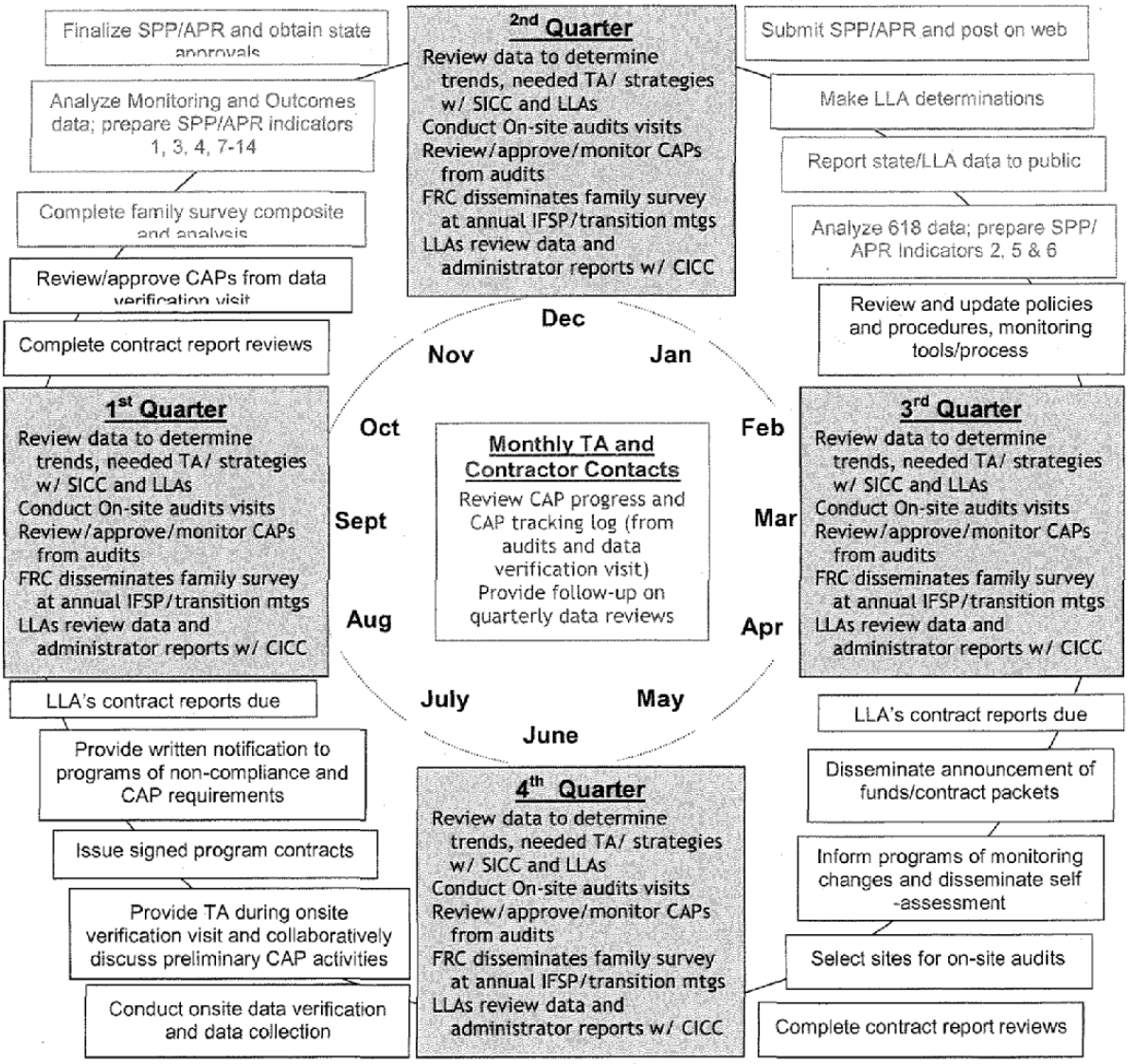
1	2	3	4	5	6	7
Estamos empezando a entender nuestros derechos		Tenemos conocimientos **básicos** de nuestros derechos		Tenemos un **buen** entendimiento de nuestros derechos		Entendemos **muy bien** nuestros derechos

ATTACHMENT 3
Parent/Family Outcomes Survey

Washington State Department of Social & Health Services
Infant Toddler Early Intervention Program (ITEIP)

WASHINGTON PART C GENERAL SUPERVISION AND MONITORING PROCESS AND TIMETABLE

State Activities



ATTACHMENT 4

Developed with technical assistance by WRRC
Based on the work by the National Early Childhood Technical Assistance Center

TABLE 4

ATTACHMENT 5

REPORT OF DISPUTE RESOLUTION UNDER PART C, OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT
2006-07

PAGE 1 OF 1
OMB NO.: 1820-0678
FORM EXPIRES 11/30/2009
STATE: WASHINGTON

SECTION A: WRITTEN, SIGNED COMPLAINTS	
(1) Written, signed complaints total	1
(1.1) Complaints with reports issued	0
(a) Reports with findings	0
(b) Reports within timelines	0
(c) Reports with extended timelines	0
(1.2) Complaints withdrawn or dismissed	0
(1.3) Complaints pending	1
(a) Complaint pending a due process hearing	0

SECTION B: MEDIATION REQUESTS	
(2) Mediation requests total	0
(2.1) Mediations	0
(a) Mediations related to due process	0
(i) Mediation agreements	0
(b) Mediations not related to due process	0
(i) Mediation agreements	0
(2.2) Mediations not held (including pending)	0

SECTION C: HEARING REQUESTS	
(3) Hearing requests total	0
(3.1) Resolution sessions	0
(a) Settlement agreements	0
(3.2) Hearings (fully adjudicated)	0
(a) Decisions within timeline	0
(b) Decisions within extended timeline	0
(3.3) Resolved without a hearing	0